Student Handbook 1984-85

Queens College

Table of Contents

A Brief History of Queens College 2
The College Today 2
Statement of Philosophy and Purpose 3
Honor Code 6
Student Services 18
Academic Policies 38
Honors and Awards 56
College Policies 60
Residence Life 72
Appendix
Student Government Association Constitution 88
Parking Regulations 106
Index 112
Campus Map ..... Inside Back Cover

If Your Question Concerns: Contact

Academic Transcripts, Schedules, or grade reports	Registrar, Burwell Hall
Fund Raising Projects	Dean of Student Affairs or Activities Coordinator
Study Skills	Academic Affairs Office
Publicizing an Event	Activities Coordinator
Reserving a Campus Facility	Student Affairs Office
Reserving the Chapel or Scheduling a Worship Service	Chaplain, Belk Chapel
Parking Tickets	Director of Public Safety
Refrigerator Rental	Student Affairs Office
Withdrawing from College	Your Adviser, Academic Affairs Office
Dropping a Course	Registrar
Financial Problems	Director of Financial Aid, Burwell Hall
Personal Problems	Queens Career Center, Chaplain Dean of Student Affairs
Careers or Part-time Jobs	Director of Employment Planning
Medical Problem	Nurse in Irwin McKay Student Health Center
Bills, Fees, Charges	Business Manager
Campus Housing	Student Affairs Office
ID Cards and Auto Registration	Public Safety
Scheduling Campus Activities	Student Affairs Office

QUEENS COLLEGE HANDBOOK 1984-85

The student handbook is published annually to provide students with information on activities, policies, procedures and regulations of Queens College. This handbook is prepared and edited by the Office of Student Affairs.

The Student Handbook serves as a convenient guide for you throughout the year. This handbook helps you on the way to a successful career at Queens College by explaining its rules and regulations — everything that is pertinent to your life here at Queens. Through the calendar of events scheduled by the College Union you are alerted to activities at Queens that make college life more fulfilling.

I anticipate that the upcoming year will be a very successful one. I look forward to working with you and helping you in any way that I can. Please feel free to call on me for any reason.

Sincerely,

Lynnette McNeil
President
Student Government Association

A Brief History Of Queens

In 1857, Queens was founded as the Charlotte Female Institute, located near the center of the city. From 1891 to 1896, the institution was called the Seminary for Girls, and upon affiliation with the Presbyterian Synod of North Carolina in 1896, it became known as the Presbyterian College for Women. This name continued until 1912, when the name changed again, this time to Queens College.

The College moved in 1914 to its present site on 25 wooded acres with five buildings.

In 1930, Queens became related to the Presbyterian Synod of South Carolina through a merger with Chicora College in Columbia, S.C. (formerly in Greenville, South Carolina), which earlier had merged with the College for Women in Columbia, S.C.

The College has had 17 men and one woman president since 1857.

The College Today

Queens College has long been identified as a private, church-related, undergraduate liberal arts college for women. While in recent years Queens has become a multi-unit institution serving a diversified group of students, the traditional liberal arts college has remained a women's college with a continuing commitment to academic excellence. Still the core of the institution, it is known today as the College of Arts and Sciences to distinguish it from two new coeducational units which offer evening and weekend classes —New College, which grants undergraduate degrees, and the Graduate School at Queens, which awards the Master of Business Administration degree.

The educational philisophy of Queens College emphasizes a solid commitment to the study of the liberal arts. The college believes that an education founded upon the liberal arts is the soundest preparation for a meaningful and successful life; that the liberal arts uniquely develop the student's intellectual breadth, originality and creativity for acute reasoning and integrative thought; and that no matter how much our world changes, the results of a good liberal arts education never become obsolete. This commitment permeates the academic programs of the college, and the Statement of Philosophy and Purpose and the Queens Concept clearly identify liberal arts education as the main goal of the undergraduate programs.

L 75
QUEENS COLLEGE
Presbyterian College for women, organized in 1857. Moved to present site, 1914. Merged with Chicora College. 1930.

Statement Of Philosophy and Purpose

Queens College, private and Presbyterian, is a diversified academic community serving a variety of learners, both men and women, of all ages.

The College has evolved into a dynamic educational center of academic distinctiveness which not only has a strong residential liberal arts base, but which also reaches into the community to serve a diversity of learners in appropriate ways.

Queens' historic concern for academic excellence, Judaeo-Christian values, and cultural enrichment remains central to the college's mission. In addition, heightened emphases on career strategies, lifelong learning, and community outreach are incorporated into the educational purpose.

Basic components of the academic community are Queens College of Arts and Sciences, New College at Queens, and the Graduate School at Queens. In addition to these, Queens College offers coursework through the Institute for Lifelong Learning for those who seek education and enrichment outside the context of formal degree programs.

Queens College For Women

Queens College maintains its historic and central role as a women's college in the undergraduate liberal arts College of Arts and Sciences which advocates and works toward the preparation of women for varied and changing roles in society: career and professional opportunity, marriage and family, and civic and community leadership. This framework stresses the joy of liberal learning and the rigor of intellectual discipline. The college seeks to give a woman disciplined self-confidence and sound judgement and to encourage in her qualities of leadership, understanding of her own and other cultures, and a concern for others.

Queens recognizes the historical circumstances which make the present time especially opportune for the advancement of women and recognizes also that for full development, women must be engaged in serious, exciting learning experiences which will develop the life of the mind and of the spirit in a vitalizing and scholarly way.

The tenor of student life is recognized to be as significant a factor in student development as is an excellent academic program. The smallness of the liberal arts college enables Queens to accentuate concern for the individual and to provide the personal and intellectual interaction, caring, fun and fellowship that are possible in such a setting. A sense of belonging and of college spirit results for faculty and students alike.

New College At Queens

New College at Queens offers an undergraduate liberal arts degree program on a part-time, co-educational basis. The program is firmly grounded in the liberal arts tradition and emphasizes the joy of learning within a framework of continuing personal and intellectual development.

Graduate School At Queens

The Graduate School at Queens provides post-baccalaureate, co-educational opportunities for advanced study and research in demanding and distinctive academic and professional programs. The Graduate School is designed to offer stimulating, challenging, and scholarly community for the maximum intellectual and personal development of both students and faculty.

A fundamental commitment in all these segments of the College is to help students learn how to learn. Each student is encouraged to be intellectually alive and curious and to employ in a disciplined and creative way, a unique personal potential.

Each student is encouraged to focus on productivity both for self and for community. Initiative, industry, and self-reliance are translated from self-awareness and personal growth into the awareness of the need to serve and a concern for others.

Each student should learn to care. Unapologetically and without any attempt to coerce or indoctrinate, the value background of Queens College is the Judaeo-Christian heritage. Underlying each aspect of college life is the encouragement and cultivation of sound moral and spiritual values. Queens seeks to combine caring teachers and enlightened social policies into a learning community which knows the moral end it seeks: a just, enlightened, human society. Into this framework the College welcomes students of all faiths and beliefs.

Thus learning, caring and productivity come together through a diverse institution into a life of meaningful wholeness. The mission of the total college is to develop the mind and spirit and to prepare students to be intellectually aware, academically competent, spiritually challenged and personally fulfilled for a successful future.

In addition to the degree programs of the College, the Queens Institute for Lifelong Learning provides non-degree opportunities for continuing education to students of all ages, both male and female. Service to the community is a key mission and is reflected in an adaptable and comprehensive curriculum.

The members of the Queens Community call on all who believe in these principals to join with them in the continuing development of the spirit and substance of this mission.

20
MONDAY

21
TUESDAY

22
New Students Arrive
WEDNESDAY

23
Orientation
THURSDAY

24
Orientation
FRIDAY

25
Orientation
SATURDAY

26
Orientation
SUNDAY

The Honor Code

The Honor Pledge

As a member of the Queens College community, I do hereby resolve to uphold the honor code of the College and endeavor to create a spirit of integrity and honor for its own sake.

I pledge truthfulness at all times, respect for the property of others, and absolute honesty in the performance of all academic work.

Realizing that the honor code places upon me demands as well as privileges, I resolve to report any student—including myself—who may violate any of the principles of the honor code.

I understand the honor code and realize that a plea of ignorance will not be accepted by the college community.

What does it mean to live under the Honor Code?

The Honor Code of Queens College applies to all phases of life at the college and is binding on all

August

Registration
Alumni Welcome Picnic for Freshmen, 4 p.m.
Movie: "Class", 8 p.m.

27
MONDAY

Classes begin
Movie: "Class", 8 p.m.

28
TUESDAY

29
WEDNESDAY

30
Chapel, 9:20 a.m., Belk Chapel
THURSDAY

31
FRIDAY

September

1
SATURDAY

2
Back to School Lawn Concert — "Flight 108" — 2 to 5 p.m.
SUNDAY

members of the college community. A student living by the principles of the Honor Code acts with honesty and integrity in all academic, social, and personal matters. The effectiveness of the Honor Code results in the maintenance of a sense of community and an atmosphere of mutual trust among students, faculty, and administration. This feeling of trust enhances the educational process of campus life. It also confers privileges including:

— the taking of some tests without a proctor,
— the possibility of take-home tests,
— the unmonitored use of all library facilities in accordance with the established regulations,
— the use of community facilities and the expectations that all private property will be respected, and
— the self-reporting of outside readings, movie, and lecture assignments.

While a viable Honor Code confers certain privileges, these depend upon the acceptance on the part of every student certain responsibilities.

What are my responsibilities while living under the Honor Code?

An effective Honor Code depends upon each and every student upholding its principles and demands accountability on the part of each student for her own actions and for those of her peers.

What if I have violated the Honor Code?

A student who has violated the Honor Code reports herself in writing to any member of the Honor Council within 24 hours of the violation. All reports to the Honor Council and any subsequent proceedings are strictly confidential.

What if I think someone else has violated the Honor Code?

When you suspect another student of a violation, you confront that student and ask for an explanation of the behavior or action in question; this allows you and the other student a chance to clarify facts or possible misunderstandings. If satisfied by the response that no violation has occurred, the subject is dropped. If the student admits to the violation or if you still question the incident, you ask the student to report herself to a member of the Honor Council within 24 hours. After 24 hours, you check with a Honor Council member to see if the student in question has spoken with the Council. If the student refuses or fails to report herself, it is your duty to report the student and suspected offense to a Honor Council member.

In maintaining a genuinely workable honor system, the acceptance of this responsibility is vital. This responsibility for the actions of one's peers, as well as for one's own, helps the individual become aware of her responsibilities and develop the capacities for meeting them.

All reports of alleged violations and any subsequent proceedings are strictly confidential. If you report another student to the Honor Council, you are on your honor not to discuss the situation with anyone other than a member of the Council.

How "sure" should I be before I confront or report someone?

It is your duty to confront any student you suspect of violating the Honor Code as well as to report

Labor Day

3

Movie: "Taps", 8 p.m.

MONDAY

4

Movie: "Taps", 8 p.m.

TUESDAY

5

WEDNESDAY

6

Chapel, 9:20 a.m., Belk Chapel

THURSDAY

7

Movie: "Mash", 8 p.m.

FRIDAY

8

Movie: "Mash", 8 p.m.

SATURDAY

9

SUNDAY

any suspected offense to a Honor Council member if the student herself does not. A report you make to the Council does not commit you to a belief in the student's guilt; your questioning of the incident only indicates your concern for the welfare of the student as well as for that of the rest of the college community. It is the responsibility of the Honor Council to determine the guilt or innocence of the student.

Fulfilling these duties is a preventive measure. It can stop a student from unthinkingly committing an honor violation, can prevent more serious violations or a pattern of detrimental behavior from occurring, can clear false impressions, and can help to prevent unfounded suspicions —it is a sincere effort to help all students benefit as fully as possible from their college experience.

What power does the Honor Council have?

The Honor Council has the power to investigate and determine alleged violations of the Honor Code. In case an Honor Code violation is established, the Honor Council will determine the discipline which it considers most beneficial to the student and the college community. If the student is dissatisfied with the decision rendered, she may appeal to the Appeals Board.

In Conclusion

Each member of the Queens community has pledged to uphold the honor system. The preceding information is a brief overview of the judicial process at Queens. Please read the Honor Council Constitution for an in-depth description of this process. In addition, please read carefully this entire handbook, as the Honor Code pertains to and the Honor Council has jurisdiction over its contents. Especially note the sections on plagiarism, college policies, and residence life. It is the wish of the Honor Council that you will come to appreciate the respect and trust that permeates a community which takes seriously its commitment to an Honor Code.

10
MONDAY

11
TUESDAY
Senior Recognition Day Convocation, 9:20 a.m., Belk Chapel

12
WEDNESDAY

13
THURSDAY
Chapel, 9:20 a.m., Belk Chapel

14
FRIDAY

15
SATURDAY

16
SUNDAY

Judicial Process

The overall standard of behavior at Queens College is expressed through the Honor Code which is signed by all students prior to their matriculation. Acceptance of the Honor Code obligates a student to follow all policies outlined in this handbook and other college publications as well as the laws of the state and federal governments.

Violations of college standards are divided into two broad categories: residence hall and major honor violations. This division does not imply that the Honor Code is not applicable in social as well as academic settings, but it does recognize that many residence hall violations can be handled in a more expedient manner.

The Student Government Association has vested the Honor Council and the Dormitory Council with the responsibility of educating students about the honor system and enforcing campus policies. Full explanation of the powers and responsibilities of these Councils may be found in Articles IX, X, XI, XII, and XIII of the Student Government Association Constitution which is printed in the Appendix to this Handbook.

17
MONDAY

18
Movie: "Body Heat", 8 p.m.

TUESDAY

19
Movie: "Body Heat", 8 p.m.
Charlotte Symphony Orchestra, 8:15 p.m., Ovens Auditorium

WEDNESDAY

20
Chapel, 9:20 a.m., Belk Chapel

THURSDAY

21
FRIDAY

22
SATURDAY

23
SUNDAY

Preparing a Research Paper

Because students will be called upon to prepare research papers for many of the courses at Queens, the following guidelines are provided to assist in the proper use of documentation:

There are two reasons for the student's documenting her paper. The clearest use for documentation is honesty; the student must avoid plagiarizing another person. Plagiarism is the stealing of the words or ideas of someone else, whether written or not. Proper acknowledgement, whether the ideas or key words come from television shows, lectures, classroom comments by instructors, books or articles, is required as simple matter of integrity. Claiming another's ideas as one's own is as dishonest as taking money belonging to someone else. Any student found guilty of plagiarism, as with any form of cheating, is subject to suspension from the college.

Another use of documentation is to add authority and force to a paper. A person writing a paper is in a position analogous to a lawyer building a case. The lawyer could give testimony on her own authority, but her word would not carry as much weight as that of an expert in the question at hand. It is the responsibility of the student as it is of the lawyer to find the strongest available authority on the question and let the authority speak.

Students are cautioned that plagiarism does not have to be intentional; accidental (or, as it is sometimes called, "technical") plagiarism occurs when the student's form of documentation is inadequate to distinguish between material from the source and material originated by the writer. Direct quotations use quotation marks both at the beginning and at the end to separate material in the source from the student's own words, and the reference note is confined to one fact or figure, thus separating source from user. To perform the same function in the paraphrase note, it is mandatory that an introductory formula, such as "One author states..." or "Jones says that...," be used.

Though many variations are possible, some phrase clearly meant to open a paraphrase must be used at the beginning; this acts as a signal of the beginning of indebtedness in the same way that quotation marks do. The end of the indebtedness is marked by the footnote number, and everything between the introductory formula and the footnote number must be part of the paraphrase.

Some Rules for Documentation

1. Do your own thinking. Don't expect to paraphrase everything. This is a bad policy. A **good** research paper depends on thought, like everything else you do. Use paraphrases when necessary, but make them subordinate to your own point.

2. Footnoting a paraphrase. It is **not** necessary to footnote a paraphrase when it is based on general knowledge and you have completely digested the material and put it in your own words. It **is** necessary to footnote a paraphrase when a) it is not general knowledge **or** b) your presentation of the material is heavily based on someone else's way of presenting it (that is, the

24
MONDAY

25
TUESDAY

26
WEDNESDAY
Chamber Music Concert, Garth Newel Trio, 8:15 p.m., Fine Arts Center
Sorority Rush

27
THURSDAY
Chapel, 9:20 a.m., Belk Chapel
Sorority Rush

28
FRIDAY
Sorority Rush
Movie: "All That Jazz", 8 p.m.

29
SATURDAY
Sorority Rush
Movie: "All That Jazz", 8 p.m.
Charlotte Symphony Orchestra, 8:15 p.m., Dana Auditorium

30
SUNDAY
Sorority Rush — Bid Night

order of the ideas, the line of argument that you follow, the way you assemble the facts). Remember to use an introductory formula to indicate the beginning of a paraphrase, and place the footnote at the end.

3. Footnoting a direct quotation. Always footnote a direct quotation. If the quotation is short (one sentence, not more than four lines in length), incorporate it into the text. If it is long (two or more sentences, or over four lines), set it off (skip a line before and after it), indent, and single-space.

For complete information on form, style and correct documentation, Everett Library maintains a copy of Kate L. Turabian's "A Manual for Writers of Term Papers, Theses and Dissertations." Additional assistance is available from faculty members in the English Department.

October

1
MONDAY

2
TUESDAY

3
Carolina Brass Quintet, 8:15 p.m., FAC
WEDNESDAY

4
Chapel, 9:20 a.m., Belk Chapel
THURSDAY

Student Recital, 2:30 p.m., SLRH
Movie: "Stripes", 8 p.m.
Octoberfest Weekend
5
FRIDAY

Octoberfest Weekend
Movie: "Stripes", 8 p.m.
6
SATURDAY

7
Lawn Concert, 2 p.m., Morrison Quadrangle
SUNDAY

Student Services

These are the activities, organizations and facilities that make up much of everyday student life on the Queens College campus.

Annual Events

Senior Recognition Day: Each fall the college community gathers to honor the senior class. Seniors, faculty and administration wear academic dress for the first academic procession of the year. The convocation speaker is chosen by the seniors. Senior Recognition Day is scheduled for Tuesday, September 11.

Parents' Weekend: Parents of all Queens students are invited to visit the campus one weekend each fall to become acquainted with the college community and programs. The junior class is responsible for planning events of the weekend. One highlight of the weekend is the annual Stunt Night, when classes present skits in competition for best skit, best gallery, and best visual effects. Parents' Weekend will be held October 26 - 28.

Boar's Head Banquet: In the tradition of Queens College of Oxford University in England, a Boar's Head Ceremony and Banquet are held during the Christmas season. The banquet will be held December 5 in Morrison Dining Hall.

Moravian Lovefeast: The Religious Life Committee, with the cooperation of a local Moravian church, sponsors a "Feast of Love" each year as a part of the celebration of Christmas. The Lovefeast will be in Belk Chapel on December 9.

Yule Log Ceremony: Queens borrows from the ancient British tradition to herald the Christmas season with the Yule Log Ceremony. Carol singing, wish-making and seasonal food and drink accompany the ceremony.

Honors Convocation: A convocation is held at the beginning of Term II to recognize those students achieving academic honors for the fall term. Honors Convocation will be held in Belk Chapel on February 12.

8
MONDAY

9
Lecture: "The Stuart Mills Letters," Colin Stamp, 8:15 p.m.
Dana Auditorium
TUESDAY

10
Charlotte Symphony Orchestra, 8:15 p.m., Ovens Auditorium
WEDNESDAY

11
Chapel, 9:20 a.m., Belk Chapel
THURSDAY

12
Fall Break (Friday only)
FRIDAY

13
SATURDAY

14
Travelog, 2:30 p.m., Dana Auditorium
SUNDAY

Dads' Weekend: The sophomore class plans a weekend of activities each winter when fathers are invited to the campus. This year plans are being made for February 22 - 24.

Homecoming: Homecoming is sponsored each spring for and by alumnae. The weekend provides an opportunity for former students to become reacquainted with the college and to see old friends. Homecoming will be held April 13.

Moms' Weekend: All mothers are invited to the campus for a spring weekend. The freshmen class plans activities including a fashion show brunch with mother-daughter models. Moms' Weekend is scheduled for April 26 - 28.

May Day: May Day is celebrated each spring with a weekend of social activities. Five representatives from each class are elected to the court. The May Queen, a senior, is announced at the afternoon presentation. The weekend is climaxed by a formal dance. May Day Weekend will be May 3 - 5.

Awards Day: Prior to commencement each spring a convocation is held to present awards to students for outstanding contributions or achievements. The Awards Day convocation will be held April 30.

Baccalaureate: A baccalaureate service for graduating seniors is held during the graduation weekend each year. Parents and friends are also invited to attend this worship service on May 17 in Belk Chapel.

Commencement: Degrees are conferred each spring in a ceremony which marks the climax of a student's college career. Relatives and friends of the graduates are encouraged to share in this experience scheduled for May 18.

Bookstore

The college bookstore is located in the lower level of Morrison Hall. It carries textbooks and supplies needed for classes. In addition there are health and beauty aids, posters, cards and stationery, snacks and beverages, and Queens T-shirts, sweatshirts and shorts. The bookstore hours are 9:30 - 6:00 Monday through Thursday, 9:30 - 4:00 Friday and 9:00 - 1:00 on Saturday.

Clubs and Associations

Groups of students with special interests may form clubs to further those interests. Student clubs must be chartered by the SGA to be officially recognized on campus. The following clubs are currently active:

Alumni Association: The Queens College Alumni Association includes all students who have attended the College for a year or more. The Association's purpose is to preserve interest in the College. Activities of the Association include events for prospective students (through chapters in various cities), for current students (freshmen, transfers, and graduates), and alumni (adult education such as tours, travelogs, speakers, Annual Fund, Homecoming and chapter meetings).

Art Club: The Art Club provides an expanded experience in the visual arts for interested members of the Queens College community. It facilitates discussion of art topics and ideas and provides a forum to examine the practicality and relevance of art in an atmosphere conducive to social and intellectual interaction among members.

Black Student Union: The BSU was formed to give the black students a feeling of unity and to enhance communication between the black students and the college.

Delta Sigma Alpha (formerly Day Student Association) provides a means of communication among commuting students. They meet in the student lounge in Jernigan Student Center.

15 MONDAY

Peace Symposium

16 TUESDAY

Peace Symposium
Movie: "Blood Wedding", 8 p.m.

17 WEDNESDAY

Midterm
Faculty Recital, 8:15 p.m., FAC
Movie: "Blood Wedding", 8 p.m.
Community Concert, Pianist, Youri Egorov, Ovens Auditorium 8:15 p.m.

18 THURSDAY

Admissions Visit
Chapel, 9:20 a.m., Belk Chapel
National Conference of Music Teachers

19 FRIDAY

Admissions Visit
Music Teachers Association State Host Concert,
Oratoria Chamber Singers, 8:15 p.m., FAC

20 SATURDAY

National Conference of Music Teachers
Charlotte Chamber Orchestra, Piano Soloist, 8:15 p.m., Dana Auditorium

21 SUNDAY

National Conference of Music Teachers

Dolphin Club: The Dolphin Club is the synchronized swimming group. Members perform throughout the year. Try-outs for membership are in the spring and fall.

History Club: The History Club strives to promote interest and discussion in historical subjects and current topics, to provide speakers and trips to acquaint students with the many areas of history, to provide information about graduate schools and employment in the field of history and to provide informal fellowship for students.

Music Therapy Club: The Queens Music Therapy Club is affiliated with the National Association for Music Therapy and is open to students majoring in music therapy. The club sponsors events for handicapped individuals in the Charlotte community and offers professional enrichment to students through conferences and workshops.

New Dimensions Club: The New Dimensions Club is organized to provide programs, social activities, and fellowship for return-to-college students.

Student Nurses' Association: The Student Nurses' Association is the professional organization for students of nursing. Its purpose is to contribute to nursing education in order to provide for the highest quality health care, to provide programs representative of fundamental and current professional interests and concerns, and to aid in the development of the student nurse in the professional role and in assuming responsibility for the health care of persons in all walks of life.

Social Sororities: Four national social sororities have chapters at Queens: Alpha Delta Phi, Chi Omega, Kappa Delta, and Phi Mu. Sorority activities are coordinated by the Panhellenic Council which also formulates and administers rush rules.

Other Clubs: Other clubs on campus include the Equestrian Club, the Psychology Club, the Charles Hadley Theatrical Society, and the French Club. Information about clubs on campus may be obtained from the Activities Coordinator.

22
MONDAY

23
TUESDAY

24
WEDNESDAY
Last day to withdraw from a course with a "W"
Movie: "True Confessions", 8 p.m.

25
THURSDAY
Chapel, 9:20 a.m., Belk Chapel
Movie: "True Confessions", 8 p.m.

26
FRIDAY
Student Recital, 2:30 p.m., SLRH
Parents' Weekend

27
SATURDAY
Parents' Weekend

28
SUNDAY
Chapel, 11 a.m., Belk Chapel
Parents' Weekend

Counseling Services

Queens has a professional counselor on staff who is available to students for personal counseling twenty hours each week. Her office is located in the health center and appointments with her may be made by calling there. Her schedule will be posted in the fall.

Many other trained counselors are available on the Queens staff. The Career Center staff, the college Chaplain and the Dean of Student Affairs, all hold Masters degrees in counseling and related areas. Students are encouraged to seek out any of these persons when they wish to do so. Student resident assistants are trained in the residence halls for peer counseling and help with referrals.

Referrals to off-campus psychologists and psychiatrists may be made when necessary. The costs of all off-campus therapy is the resposibility of the individual student.

All counseling services are confidential. However, if a student demonstrates that she is potentially harmful to herself or to another person, a decision will be made regarding continuation of her matriculation at Queens by a review committee consisting of staff and administration.

Davidson Lake Campus

Queens students and faculty may use the facilities for swimming and picnicing owned by Davidson College on Lake Norman. All posted rules and regulations of the lake campus must be obeyed while visiting this area. Groups wishing to use the facilities for parties must obtain permission from proper officials at Davidson College. Further information and directions may be obtained from the Student Affairs office.

Financial Aid

Queens has a number of types of financial aid provided through federal, state and private sources. Students who are interested in investigating financial aid should make an appointment with the Director of Student Aid for counseling.

Since most funds are awarded to students on the basis of financial need, students (and their parents) are required to submit detailed financial information before their eligibility can be determined. Students must be enrolled at least half-time in order to apply for aid. Applications and financial data should be submitted early (usually in January prior to enrolling in August) in order to receive first priority for funds.

Food Services

The Morrison Dining Hall is operated for the college by Saga Food Services. All resident students are required to purchase a meal plan in the college dining hall. Types and costs of the three available meal plans are outlined in both the College Bulletin and the fees brochure from the Business Office.

At registration each term, students select and pay for the plan they desire. The choice of meal plans can be made only at the beginning of a term.

All meals are served in Morrison Dining Hall cafeteria style except the Wednesday evening meal once each month when a sit-down dinner is served family style. Students are expected to dress in skirts or nice pants for this monthly sit-down dinner, sponsored by the Cultural Events Committee of the College Union. This meal is a time for announcements of community interest and entertainment provided by CEC.

October

29

MONDAY

30

Movie: "Psycho", 8 p.m.

TUESDAY

Halloween

31

Movie: "Psycho", 8 p.m.

WEDNESDAY

November

1

Chapel, 9:20 a.m., Belk Chapel

THURSDAY

2

FRIDAY

3

Charlotte Symphony Orchestra, 8:15 p.m., Dana Auditorium

SATURDAY

4

SUNDAY

Identification Cards

Students are issued identification cards at their initial enrollment at Queens. They must be validated at registration in subsequent years.

The ID card is a student's official college identification and should be carried at all times. The card should be presented upon request of any college official. It must be presented when signing in at the Public Safety Office after hours.

For resident students, the ID card serves as the meal plan or dining hall card. The card must be presented when entering the dining hall. Without the ID card, a student may be turned away from the dining hall or charged for the meal. The ID card must show a current, validated meal plan.

Loss of an ID card should be reported to the Public Safety Office. Replacement cards are issued for $2.

Library

Everett Library, located at the center of the campus also sits virtually at the demographic hub of the Charlotte metropolitan area. It serves students, faculty, staff, alumni and Friends of the Library.

The attractive facility houses a book and bound periodical collection of 109,000 volumes. In addition, the library subscribes to over 550 current journals and newspapers.

Students and faculty members will discover Everett Library to be a source for study and personal growth both during their college days and as they relate to the community in which they live. The collection maintains enough depth for research and breadth for the mental preparation needed for a lifetime of successful living.

Loan Funds

Two short-term emergency loan funds have been established for distribution by the Dean of Student Affairs. These interest-free loans are made to students who have exhausted all other forms of financial assistance. The loan must be repaid by the end of the term, or the amount will be charged to the student's account and she will not be allowed to register the following term.

Mail Services

New students receive notification of their post office box number and combination in the fall and will retain this same number each year. The Queens Post Office is a campus post office and not a U. S. Post Office; however, all regular postal services are offered with the exception of money orders and outgoing COD mail. Mail is put in student boxes twice daily.

Window service hours Monday through Friday are: 9 a.m. - 10:30 a.m., 11 a.m. - 12 noon, 2 p.m. - 3:30 p.m., 4 p.m. - 4:30 p.m.

Medical Services

The Irwin-McKay Student Health Center is open around the clock from 3:00 p.m. on Sundays until 3:00 p.m. on Fridays. A nurse practitioner is on staff Monday through Friday to care for the routine medical needs of students. All resident students must have a health form on file. All commuters who plan to use the health services must also have a health form completed by their physician and on file in the health center. The staff may be unable to treat a student who does not have a health form on file.

To help serve students in the most efficient way, the appointment system rather than the walk-in

5 MONDAY

Movie: "The Best Man," 8 p.m.

6 TUESDAY

Movie: "The Best Man," 8 p.m.

7 WEDNESDAY

Charlotte Symphony Orchestra, 8:15 p.m., Ovens Auditorium

8 THURSDAY

Chapel, 9:20 p.m., Belk Chapel
Fall Drama Production

9 FRIDAY

Student Recital, 2:30 p.m., Dana Auditorium
Fall Drama Production

10 SATURDAY

Fall Drama Production

11 SUNDAY

Admissions Visit
Travelog, 2:30 p.m., Dana Auditorium

system is encouraged whenever possible. Students with appointments will be seen prior to those who walk-in without an appointment except in emergency situations.

A student who needs specialized medical treatment will be referred to a local physician. The costs of treatments and prescriptions are the responsibility of the student.

Ordinarily parental consent will be sought before any major treatment of a student is undertaken.

Hospital or emergency room charges will be billed to the college in order to expedite admission of a student. The college will then bill the student for these charges. It is the responsibility of the student or her parents to file directly with their insurance company all claims for insurance coverage. Students who carry the college insurance plan should check with the Health Center and the Business Office in filing their claim.

A health center nurse will aid a student in making an appointment with a local physician or dentist. A student must provide her own transportation to the doctor's office.

A student required to take special medication for allergies, diabetes, etc., should notify the health center.

A student should notify her resident director if she needs medical attention after the residence hall closing hour or on weekends.

Publications

Queens College has three periodicals published by the students under the direction of the Publications Board and funded through the Student Government Association.

"Areté," the college yearbook, is published annually and provides pictorial and literary record of the events and activities of the year.

The student newspaper, The Queens Current, is published about six times a year to keep the community informed of campus events and to serve as a forum for exchange of ideas among students, faculty and administrators.

The Signet, a literary magazine published once a year, illustrates the creative writing and artistic talents of the Queens community and the public.

Public Safety

Located on the first floor of the Stultz building, the Public Safety Department was established to maintain a safe environment for the college community through police, security, safety and traffic services. Officers with the department are commissioned Campus Police Officers by the Attorney General of North Carolina and have full police powers on campus. Officers patrol the campus 24 hours a day and are on duty year round (including holidays). The Director of Public Safety has responsibilities not only for police and security functions but also enforces all safety and fire regulations on campus. The department has a special Campus Crime Prevention program which offers advice and programs on crime prevention and personal safety. During the academic year, the Public Safety Department offers several workshops or classes for the campus community including Self-awareness for Women, Basic First-Aid, CPR, Fire Safety and Prevention, and Personal Safety. Members of the col-

12 MONDAY

Admissions Visit

13 TUESDAY

Movie: "Oliver," 8 p.m.

14 WEDNESDAY

Florida State University String Trio, 8:15 p.m., FAC
Movie: "Oliver," 8 p.m.

15 THURSDAY

Chapel, 9:20 a.m., Belk Chapel
Charlotte Opera, "Il Trovatore," 8 p.m., Ovens Auditorium

16 FRIDAY

Classes end for Thanksgiving Break, 5 p.m.

17 SATURDAY

Thanksgiving Break

18 SUNDAY

Thanksgiving Break

lege community are encouraged to contribute to campus safety by taking security precautions, participating in crime prevention programs and reporting any violations of safety regulations or suspicious and criminal behavior.

Career Center

The Queens Career Center provides comprehensive career counseling and employment planning assistance for Queens College students. Vocational testing, individual and group counseling, topical workshops and seminars, and a career resource library are among the services provided. Students are encouraged to contact the Career Center during their freshman year to begin exploring and evaluating career alternatives.

The Leadership Program, during the January term, is required for all freshmen and sophomores. Courses are designed to assist students in the development of leadership and communication skills. Students are provided with opportunities to participate in Outward Bound programs, career information seminars, internships, and travel experiences.

Reserving Facilities

Any student or group wishing to reserve a room or facility for a meeting or activity should contact the Student Affairs Office. Spaces normally available include Dana Auditorium, Dana 106, The Web, Burwell Parlors, Suzanne Little Recital Hall, and the Tillet Building.

If equipment such as chairs, tables, platforms, etc., is needed, the request must be submitted three working days prior to the event.

Audio-visual equipment must be reserved a week in advance through the Media Center in the Library.

Sports and Recreation

The Physical Education Department and the Student Government Association cooperate in offering a program of intramurals for the students interested in competitive sports. Regular recreation nights and free swimming times are scheduled each term. Students may arrange to use the gym at other times under certain conditions. Anyone interested in reserving the gym should contact Ms. Phyllis Pharr in the P.E. department.

Sports—Intercollegiate

For more highly skilled students, Queens offers intercollegiate competition in tennis and volleyball. The volleyball season is held during the fall. The tennis season includes a limited number of matches in the fall and a full schedule of competition in the spring.

Student Bank

The Student Bank is in Burwell Hall in the Business Office. It is open Monday through Friday, 11 a.m.-12:30 p.m. and 3-4 p.m. during the academic year. During summer school and when school is not in session, the bank is open on an abbreviated schedule each day. The bank is closed during all college registrations and on college holidays.

Students may establish personal accounts at the Student Bank by deposits of checks or cash. Withdrawals from these accounts can be made only in cash. The maximum number of

19

Thanksgiving Break

MONDAY

20

Thanksgiving Break

TUESDAY

21

Thanksgiving Break

WEDNESDAY

Thanksgiving Day

22

THURSDAY

23

Thanksgiving Break

FRIDAY

24

Thanksgiving Break

SATURDAY

25

Residence Halls open at 12 noon

SUNDAY

transactions to a personal account is one transaction per day. The minimum amount of these transactions is $1.

Students may cash personal checks, payroll checks, money orders or checks made payable to them by their parents, spouse or other Queens College students, not to exceed $200 per check. The cashier of the Student Bank reserves the right to refuse to cash any check. Students who cash checks at the Student Bank which are returned for insufficient funds or any other reason will have their check cashing privileges suspended for the greater of one month from the date the check is returned, or until the check is made good. Student Bank activities (deposits and withdrawals) will not be affected.

Please note that all banking transactions require Queens College ID.

Tennis Cards

Any current student or faculty or staff member may obtain from the Physical Education office a card to gain access to the tennis courts. This card is checked out to an individual and should be returned when the person leaves Queens.

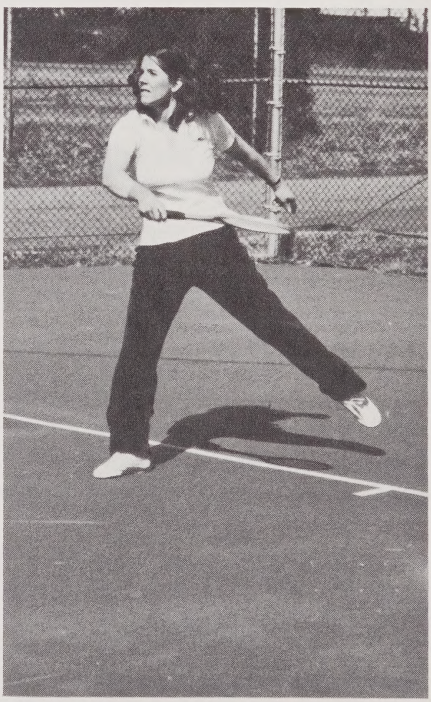
The Web

The Web is a comfortable lodge on campus which is equipped with a kitchen and has a fireplace. It is available to individual students, faculty members, or college groups for meetings, dates, or small parties (no more than 50 people).

The hours for the Web are the same as the residence hall closing hours, midnight Sunday through Thursday and 2 a.m. Friday and Saturday nights. The Web is not available for overnight guests.

Guidelines for use of the Web are as follows:

1. The Web must be reserved in advance through the Student Affairs Office. The key should be picked up in that office and returned there by noon the next working day after the Web is used. Failure to return the key may result in a $20 fee.
2. Furniture in the Web may be moved slightly to effect different seating arrangements. All furniture should be returned to its original position when the event is over.
3. Anyone building a fire in the fireplace is responsible for its being extinguished completely before leaving.
4. Each person or group using the kitchen is responsible for leaving it clean.



November

26

Classes Resume

MONDAY

27

TUESDAY

28

Charlotte Symphony Orchestra, 8:15 p.m., Ovens Auditorium

WEDNESDAY

29

Chapel, 9:20 a.m., Belk Chapel

THURSDAY

30

Movie: "Le Cage Aux Folles," 8 p.m.
Christmas Dance, 9 p.m.

FRIDAY

December

1

Movie: "Le Cage Aux Folles," 8 p.m.
Christmas Dance, 9 p.m.

SATURDAY

2

SUNDAY

5. Any individual or group abusing the Web or its furnishings may be refused permission to use the facility for future events. Any damages that can be demonstrated to have been caused by a particular person or group will be charged accordingly.

Student Government

The Student Government Association provides opportunity for self-government for Queens students. The SGA is divided into four branches: Senate, College Union, Judicial Branch, and Publications Board. Through these branches, students oversee and participate in all aspects of student life. The complete constitution of the Student Government Association is printed in the Appendix of this Handbook.

Senate: The Queens College Senate is the legislative branch of the Student Government Association. The Senate handles the legislative concerns of students including state and local political issues of interest to students as well as campus policies.

College Union: The Queens College Union is a group of students who work with the Activities Coordinator to plan and coordinate a balanced program of activities on campus. College Union Committees are the following:

- Cultural Events: Sponsors activities designed to enrich cultural awareness including poetry readings, chamber music, literary speakers, and political and issue oriented programs.
- Film: Selects, promotes, and presents quality films meant to educate and inform as well as entertain.
- Recreation: Plans intramural competitions and recreation nights. Coordinates small tournaments such as spades, backgammon, ping pong, etc.
- Religious Life: Coordinates religious activities and fellowships on campus. Speakers, chapel services, and the Moravian Love Feast are organized by this committee.
- Social Activities: Organizes social events including dance weekends, mixers, lawn concerts, etc., for students on campus.
- Special Events: Plans such activities as the May Court Presentation and the annual Christmas Tree Trim. This committee is involved in the coordination of all parents' weekends.

Judicial Branch: Made up of Dorm Council, Honor Council, and Appeals Board, this branch oversees enforcement of the Honor System. The Honor Council sponsors events and programs to educate the campus community on living under an honor system. A more detailed discussion of the Honor Code and judicial procedures is found elsewhere in this handbook.

Publications Board: The Publications Board oversees the publication of and selects editors for the newspaper, yearbook, and literary magazine.

3
MONDAY

4
TUESDAY

5
Boar's Head Dinner, 6:30 p.m., Morrison Dining Hall
WEDNESDAY

6
Chapel, 9:20 a.m., Belk Chapel
Movie: "Local Hero," 8 p.m.
THURSDAY

7
Student Recital, 2:30 p.m., SLRH
Movie: "Local Hero," 8 p.m.
FRIDAY

8
Charlotte Oratorio, "Messiah," 8:15 p.m., location TBA
SATURDAY

Admissions Visit
Travelog, 2:30 p.m., Dana Auditorium
Moravian Lovefeast, 7 p.m., Belk Chapel
Charlotte Oratorio, "Messiah," 8:15 p.m., location TBA
9
SUNDAY

Student Government Leaders 1984-85

Legislative Branch

Senate

President—Lynnette McNeil
Vice President—
Heidi Howell
Secretary—Pam Prince
Treasurer—Irene Zurek
Representative to the
EPCC—
to be appointed
Representative to the
Student Life
Committee—to be
appointed
Senior Class President—
Nancy Hartsell
Junior Class President—
Lori Lumbard
Sophomore Class President—
Veronica Stewart
Freshman Class President—
to be elected
Four Residence Hall
Representatives—
to be elected
Day Student
Representatives—
Catherine Ann Curtin
Luverta Gilchrist

Budget Committee

Chairwoman—Irene Zurek

Elected Members—
Candi Flynt
Mary Johnson
Cassandra Slaughter
Tonya Weeks

Judicial Branch

Honor Council

President—
Deborah Dalton
Vice President—
Mimi Lowe
Secretary—Lisa Culley
Senior Class
Representative—
Tippi Faucette
Junior Class
Representatives—
Becca Cole, Wendy Ingram
Sophmore Class
Representatives—
Susan Cook, Nikki Wilson

Dormitory Council

President—Kathy Maske
Vice President—
Nancy Hartsell
Four Residence Hall
Representatives—
to be elected

Activities Branch

College Union

President—
Terri Smallwood
Vice President—
Annie Lowrance
Secretary—
Mary Robinette
Treasurer—
Abby Hewins

Committee Chairs

Cultural Events—
Mandy Maultsby
Film Series—Leslie Banks
Recreation—
Liz Dougherty
Religious Life—
Michelle McGurk
Social Activities—Lisa Culley
Special Events—
Heidi Nichols

Publications Branch

Publications Board

President—Susan McKenzie
Areté Editor—
Sally Pearsall
Current Editor—Nikki Wilson
Signet Editor—Penny Webb

10
MONDAY

11
Classes End
TUESDAY

12
Reading Day
Yule Log Ceremony, 9 p.m., Residence Hall Quad
WEDNESDAY

13
Examinations Begin
9 a.m. — Exams for MWF 10 a.m. classes
2 p.m. — Exams for MWF 11 a.m. classes
THURSDAY

14
9 a.m. — Exams for TTh 10:20 a.m. classes
2 p.m. — Exams for TTh 11:45 a.m. classes
FRIDAY

15
9 a.m. — Exams for MWF 9 a.m. classes
2 p.m. — Exams for MWF 12 noon classes
SATURDAY

16
SUNDAY

Academic Policies

These policies of Queens College cover the class work and activities of a student and her relationship with the academic programs and staff of Queens.

Graduation Requirements

To graduate from Queens College, a student must fulfill the degree requirements set forth in the *Bulletin* which is current when she enters the college and must be in good standing with the Honor Code. Although the college makes every effort to counsel the student in planning a program of study, it is the student who is ultimately responsible for fulfilling all requirements for a degree. Students should consult the *Bulletin* for degree requirements of specific majors. All academic plans are subject to approval by the student's adviser.

Students Entering as Freshmen

Traditional students entering Queens as freshmen must satisfy the following degree requirements: a minimum of 122 semester hours; all the requirements specified for their chosen major; a minimum cumulative quality point average of at least 2.000 on all work completed at Queens and on all work in the major; the Distributed Requirements in seven areas of concentration; two January Term units of credit; at least 36 semester hours in courses at the 300 level or above; at least 60 of the 122 semester hours completed at Queens; the last 30 of the 122 semester hours in residence at Queens or in a Queens-approved program; demonstrated proficiency in basic English usage and in basic mathematics; and attendance at the three annual college convocations.

Transfer Students

Transfer students must meet all degree requirements, including, of course, the stipulation that at least 60 of the 122 semester hours must be completed at Queens. (The 60-hour requirement may, pending the Registrar's evaluation, be waived for students who already hold a bachelor's degree from an accredited institution. Students who have not earned a bachelor's degree, but who have earned more than 60 hours at the undergraduate level, may apply through the Vice President for Academic Affairs to the Student Qualifications Committee for a possible reduction of the 60-hour requirement.) Pending the Registrar's evaluation, a transfer student may be able to use transferred credits to satisfy some major requirements, Distributed Requirements, and the 36 semester hours required in courses at the 300 level or above — provided, in the last case, that the courses at the 300 level or above were completed at another four-year institution. Courses transferred from two-year institutions are classified at the 100 (freshman) or 200 (sophomore) level. A transfer student who completes only 60 semester hours at Queens is required to have one January Term unit for graduation; a transfer student who completes more than 60 semester hours at Queens is required to have two January Term units for graduation. Transfer students must pass the proficiency tests in

17
MONDAY

9 a.m. — Exams for MWF 1:30 p.m. classes
2 p.m. — Exams for TTh 1:30 p.m. classes

18
TUESDAY

9 a.m. — Exams for MWF 8 a.m. classes
2 p.m. — Exams for TTh 8 a.m. classes
Examinations End

19
WEDNESDAY

20
THURSDAY

21
FRIDAY

22
SATURDAY

23
SUNDAY

basic English usage and in basic mathematics in order to graduate, and they must attend convocations held while they are enrolled in this college.

Term Load

The academic year consists of Term I, January Term, and Term II. The normal load for all students is from 12 to 16 credit hours per term (I and II) and one inter-term course in January. Any full-time student wishing to take more than 16 hours in Term I or II must obtain permission from the Vice President for Academic Affairs. A student may take only one course in the January Term.

Grading

Queens College uses the following system of grades and quality-point values per credit hour:

Grade	*Interpretation*	*Quality-Point Value*
A	Superior	4.0
B+	Very Good	3.5
B	Good	3.0
C+	Very Satisfactory	2.5
C	Satisfactory	2.0
D	Poor	1.0
F	Fail	0
NR	No Record	(0)
WP	Withdrew Passing	No effect on Q. Pts.
WF	Withdrew Failing	No effect on Q. Pts.
I	Incomplete	May become any other letter grade, except WP or WF, upon completion.

Grade reports are sent at the end of each term. Mid-term reports are issued in Terms I and II to indicate special difficulties in course work in progress. Only final term grades are permanently recorded.

Repeated Courses

A student who has earned an F in a course may repeat that course once (either at Queens or, with the prior permission of the appropriate department head and the Vice President for Academic Affairs, at another accredited institution); the F will remain on the student's record in any case, but only the second grade for the course will be figured into the student's cumulative quality-point average.

In order to allow a student to demonstrate mastery of the material in a course in which she has earned a D, the college will allow the student to repeat that course once; the D, will, however, remain on the student's record in that case.

Pass/No Record

Pass/No Record (P/NR) is a grading system designed to encourage students to explore new areas. Students may elect to take up to two courses a year on a P/NR basis, but may take no more than one course on a P/NR basis in any one term.

Some courses, such as Typing (Secretarial Practice 101, 102), are designated as P/NR for all students. Some specifically designated courses (for example, applied music) may not be taken P/NR. Courses selected by the student to fulfill the Distributed Requirements may be taken P/NR.

The student must indicate at registration her intention to take a course P/NR. Up to one week after the midpoint of the semester, however, she may, in consultation with the Registrar, change the P/NR basis to an A/B/C/D/F basis.

24
MONDAY

25
TUESDAY
Christmas

26
WEDNESDAY

27
THURSDAY

28
FRIDAY

29
SATURDAY

30
SUNDAY

P equals a grade of C or better; NR equals a grade of D or F but differs from a D or an F in that NR is not recorded on the student's permanent academic record. Courses taken P/NR are not counted in the calculation of the student's quality-point average. Unless a student obtains permission from the Vice President for Academic Affairs and the department chairman, she may not take a course in her major or in her minor program on a P/NR basis. Students planning advanced academic work should be aware that the Pass grade may be interpreted as C by graduate institutions, and an inordinate number of such grades may be looked upon with disfavor by graduate admissions committees.

Pass/Fail

Pass/Fail (P/F) is the grading system used for internships and for other specifically designated courses. P is equal to a grade of C (satisfactory work) or better; F, in this case, is interpreted as an evaluation of work that was unsatisfactory, poor, or failing. P/F differs from P/NR in that all F's become a part of the student's permanent academic record, while NRs do not.

Incompletes

The grade of Incomplete (I) is given only at the discretion of the instructor and only when unusual circumstances make it impossible for the student to complete the course work by the end of the term.

All students who have received the grade of Incomplete (I) have a specific time period within which to complete the course work. In the case of a student who is in good standing academically, a grade of I received during Term I or January Term must be changed to another letter grade by the end of the second full week of regular classes of Term II; Term II and Summer Term incompletes must be changed to another letter grade no later than two weeks into Term I of the following academic year.

A student on academic probation who receives the grade of Incomplete (I) during Term I or Term II must complete the course work and receive a regular letter grade *before* the beginning of the following regular academic term (I or II).

A grade of I automatically becomes an F if the student fails to make up incomplete work satisfactorily. It is the student's responsibility to contact the professor and make arrangements for the work to be completed.

Examinations

Although professors evaluate student work periodically, final examinations, generally in the form of written examinations, are given in all courses at the end of each term. Final written examinations are generally between two and three hours long.

The office of the Registrar publishes a schedule for final examinations. Ths first day of the examination period is designated Reading Day, on which no classes may be held and no examinations may be given, thus providing students an opportunity to prepare for examinations. Permission to change an examination schedule or to make up an examination must be granted by the Vice President for Academic Affairs.

Courses Taken at Other Institutions

Ordinarily, a Queens student may take courses at another accredited institution for credit at Queens, provided that these

December

31

MONDAY

January

1

TUESDAY

2

WEDNESDAY

3

THURSDAY

4

FRIDAY

5

SATURDAY

6

SUNDAY

Residence Hall Open, 12 noon (for January Term)

courses are equivalent or supplemental to those offered at Queens. In order to receive this credit, she must, however, secure the *prior* permission of the appropriate department and division heads and the Vice President for Academic Affairs; she must make a grade of C or higher on each course for which she would receive credit; and she must have the other institution send an official record of her work to the Queens College Registrar. The student's quality-point average at Queens is not affected by course credit earned at other institutions.

Student Class Status

Students pursuing a degree program and carrying the normal term load (12 to 16 hours) are assigned class status according to the number of credit hours earned.

Class Status	*Credit Hours*
Freshman	0-23
Sophomore	24-51
Junior	52-89
Senior	90 or more

Student Classifications

Regular Traditional Student classification is for all degree candidates under 23 years of age.

A New Dimensions Student is an adult student 23 years of age or older upon entry into the program.

A *Special Student* is one who is admitted with non-degree status and who may enroll for a cumulative total of 15 credit hours. After completing 15 credit hours, a special student must apply for regular admission or receive special permission to continue; however, a special student with a bachelor's degree may take unlimited credits as a special student. Special students must comply with all college regulations.

A Transient or *Contract student* is one from another college who is taking courses at Queens, but who is a degree candidate at the other institution.

A Continuing Education student is one who is enrolled only in non-credit programs in the Queens Institute for Lifelong Learning.

A student who is enrolled as a full-time student at Queens College but who has been granted permission to take a course or courses at one of the other ten colleges in the Charlotte Area Educational Consortium is a *Consortium Student.* Queens students, if qualified, may enroll at one of the other colleges in any course not offered at Queens and receive full credit toward the Queens degree without the payment of additional fees. Arrangements must be made through the Registrar's office. Consortium arrangements do not apply to summer sessions.

Student Qualifications

The faculty of Queens College determines academic standards which are administered by its Student Qualifications Committee. This committee reviews each case of academic difficulty. A student is automatically on academic probation if her cumulative quality-point average is below the following levels for class standing:

Class Status	*Credit Hours*	*Minimum Cumulative Quality-Point Average*
Freshmen	0-12	1.500
	13-23	1.800
Sophomores	24-37	1.800
	38-51	1.900
Juniors	52-70	1.900
	71-89	2.000
Seniors	90 or more	2.000

7

Registration for January Term; Classes Begin
Movie: "From Here to Eternity," 8 p.m.

MONDAY

8

Movie: "From Here to Eternity", 8 p.m.

TUESDAY

9

Charlotte Symphony Orchestra, 8:15 p.m., Ovens Auditorium

WEDNESDAY

10

THURSDAY

11

FRIDAY

12

SATURDAY

13

SUNDAY

When a student fails to make a quality-point average according to these guidelines, the Student Qualifications Committee imposes various stipulations to encourage the student to meet the minimum standards. These stipulations are sent in writing to the student and to parents or guardians. If the student does not meet the stipulations set, she will be subject to dismissal from the college.

A student on academic probation who receives the grade of incomplete (I) must complete the course work and receive a regular letter grade *before* the beginning of the next regular academic term.

A student on academic probation may petition the Student Qualifications Committee for exception from probation if she has achieved a QPA of 2.500 or better for the previous Term I or II.

The records of part-time students will be reviewed for probationary considerations after 9 semester hours of work have been completed at Queens College and thereafter according to the above policy.

The student who does not show improvement and fails to meet the college's scholastic standards may be asked to withdraw from the college. All decisions regarding dismissal may be appealed to the president of the college.

The readmission policy for a student who has been required to withdraw from Queens for academic failure is as follows: the student must undertake at least one semester's study (9 to 12 hours, taken concurrently) at another accredited institution and achieve a QPA of at least 2.000 on approved courses; only then will the college consider the student's application for readmission.

Eligibility to Represent the College

Students on academic probation or students on social probation for six weeks or longer, or students who are suspended from a class or from the College are not eligible to represent the College in off-campus extracurricular activities, to hold campus office, or to run for campus office until the probation or sanction is lifted.

President's List

Degree candidates who achieve a term average of 3.500 or better in at least 12 hours of graded work (not including a grade of P in the 12 hours) for the term are named to the President's List. Students with Incompletes in courses cannot be considered.

Registration

Registration is held at the beginning of each semester. At this time, students enroll for courses, have identification cards made, purchase meal tickets and parking stickers, and make financial arrangements with the Business Office. Students are not considered registered unless tuition and fees for the semester have been paid or arrangements for payment have been made.

Toward the end of each semester there is a pre-registration period during which a student, in consultation with her adviser, plans the schedule of courses she intends to take during the following semester.

14
MONDAY

15
TUESDAY
Movie: "On the Beach," 8 p.m.
Friends of the Library — Book & Author Luncheon, 12 noon-3 p.m., Morrison Dining Hall and Burwell Parlors

16
WEDNESDAY
Movie: "On the Beach," 8 p.m.

17
THURSDAY
Community Concert, Vienna Choir Boys, 8:15 p.m., Ovens Auditorium

18
FRIDAY

19
SATURDAY

20
SUNDAY

Academic Advising

It is the student's responsibility to schedule advising appointments with her academic adviser as often as necessary in order to plan course schedules for each term and to discuss current academic questions and problems. The adviser is to be used as a resource and a guide in planning and meeting all graduation requirements.

Drop/Add

Courses may not be added or dropped on Registration Day. The Drop/Add process takes place during the first calendar week of classes at the beginning of each semester. To drop or add a course, the student obtains a form in the Registrar's office and secures her adviser's signature to make the change (s). (Course instructors do not sign Drop/Add forms.) The form is then returned to the Registrar's office, not later than 5 p.m. on the last day of the first calendar week of classes. There is no charge for Drop/Add, and nothing will appear on permanent records if procedure is followed.

Withdrawal from a Course

Withdrawing from a course is a different process from that of dropping a course (described above). Once the Drop/Add period has passed, withdrawal with the grade of WP or WF is possible until the end of one calendar week after the designated mid-term point in each semester. The withdrawal form, which is obtained in the Registrar's office, must be signed by the adviser, the instructor, the Vice President for Academic Affairs, and the student, and returned to the office of the College of Arts and Sciences. All withdrawals will appear on the student's transcript.

A student who wishes to withdraw from a course may not simply stop attending the class. If she does not follow the procedures for withdrawal, she will receive an F in the course.

Auditing Courses

A regular student carrying a load of 12 to 16 credit hours and maintaining a B average may, with the consent of the Vice President for Academic Affairs and the course instructor, audit a course. Audited courses receive no credit but do appear on college transcripts. Students must designate audited courses at registration. Drop/Add and Withdrawal procedures apply to audited courses. Auditors are expected to attend classes regularly. With permission from the Vice President for Academic Affairs, special students may audit a course. Special students must pay an auditing fee of $75.00 per credit hour.

Summer School

Queens College offers a summer program consisting of two terms held during May, June, and July. Students may choose from a listing of catalog courses or may arrange independent studies or internships. Information on summer sessions at Queens is available to Queens students during Term II in the office of the College of Arts and Sciences and theOffice of the Registrar. Students at other institutions should contact the Office of Admissions.

Queens students who wish to attend summer school at other institutions must obtain from the Registrar's office a Summer School Permission Form, to be

21
MONDAY

22
TUESDAY

23
WEDNESDAY
Movie: "Far from the Madding Crowd," 8 p.m.

24
THURSDAY
Movie: "Far from the Madding Crowd," 8 p.m.

25
FRIDAY
Classes End

26
SATURDAY

27
SUNDAY
Travelog, 2:30 p.m., Dana Auditorium

signed by the student's academic adviser, the head of the department under which the courses to be taken elsewhere fall, and the Vice President for Academic Affairs. Approved summer courses taken at other accredited colleges and universities with the grade of C or higher may be counted toward the 122 credit hours required for graduation, provided these courses are comparable or supplemental to those offered at Queens. To receive credit, the student must request that her summer school transcript be sent to the Queens College Registrar. Only the credit hours and quality points earned at Queens are counted in calculating a student's quality-point average for graduation.

Attendance Policies

As a general policy, the college expects students to attend all class sessions. Specific attendance policies are set for each course by the individual faculty member and announced at the beginning of each semester. If the policy is not announced at the beginning of the semester, the student should make a point of asking about the policy at that time. Instructors may penalize students for not attending class. The Student Health Center, Office of the College of Arts and Sciences, or other offices in the college do not excuse absences; they merely notify instructors of reasons for absences.

A resident student should visit the Student Health Center when she is ill. If she is admitted to or treated in the Student Health Center, her name will then be put on the Student Health Center list, which will be included in the Absence Report prepared weekly by the Office of the College of Arts and Sciences. A commuting student (or her parent, spouse, or physician) should call the Office of the College of Arts and Sciences when she misses class(es) due to illness. Her name will also be in-

January

28 MONDAY

Registration for Term II

29 TUESDAY

Classes Begin

30 WEDNESDAY

Movie: "An Officer and a Gentleman," 8 p.m.

31 THURSDAY

Chapel, 9:20 a.m., Belk Chapel
Movie: "An Officer and a Gentleman," 8 p.m.

February

1 FRIDAY

2 SATURDAY

Charlotte Symphony Orchestra, 8:15 p.m., Dana Auditorium

3 SUNDAY

cluded in the Absence Report. As indicated above, this report is a compilation of reasons for absences; it is prepared for the information of the faculty and does not represent an official excuse of any absence. It is left to the individual instructor to decide whether or not to excuse an absence. It is the student's responsibility to know the instructor's attendance policy in her standing in the class with regard to attendance.

Internships

Queens College provides internships as useful and desirable educational experiences for its students. Internships are planned and supervised out-of-class work experiences which use skills and theories learned in classroom settings.

To be eligible for internships, students should have the academic preparation necessary as a basis for such experience. Generally, internships are restricted to upperclassmen; however, freshmen and sophomores with unusual backgrounds or strong motivation for such work experiences are not excluded from participation.

Guidelines for internships, available in the office of the College of Arts and Sciences, describe qualifications and procedures for registering. The student and her adviser are responsible for following these guidelines.

All internship proposals must be submitted to the Office of the College of Arts and Sciences no later than the end of the second week of the term in the case of Term I or II, and before the beginning of the term in the case of January or summer terms.

The student and her adviser plan an internship using as resources the Career Center and faculty internship advisers. The adviser reports a grade for the internship and serves as a contact person on campus for the intern and the off-campus project supervisor. All internships are graded on the Pass/Fail basis. Normally, no more than 12 hours of internship credit shall be counted toward the 122 hours required for each degree.

Exploratory Internships

The exploratory internship enables a student to gain knowledge in an area in which she may have an interest and to explore areas in which she may wish to develop a career. The student may earn a maximum of 6 hours credit toward graduation requirements through exploratory internships. Summer job experience cannot be considered for credit.

Professional Internships

The professional internships are listed as catalog courses and encompass field placement courses, practica, internships within requirements of a major, and student teaching programs. Professional internships are restricted to upperclassmen, although exceptions may be made under unusual conditions. These internships are an integral part of the academic program and are limited only by the requirements of a given major as described in the catalog. To register for a professional internship, the student must make specific arrangements with the faculty adviser, the appropriate professor, and the division chairman.

Independent Studies/ Directed Readings

A mature academically sound student may, under the direction of a professor and with the ap-

4
MONDAY

5
Movie: "The Wiz," 8 p.m.
Health Fair, Student Health Center
TUESDAY

6
Chamber Music Concert, Garth Newel Trio, 8:15 p.m., FAC
Movie: "The Wiz," 8 p.m.
WEDNESDAY

7
Chapel, 9:20 a.m., Belk Chapel
Charlotte Opera, "Samson and Deliah," 8 p.m., Ovens Auditorium
THURSDAY

8
FRIDAY

9
SATURDAY

10
SUNDAY

proval of her adviser, undertake directed readings or an independent study of a topic of interest to her. This study may take one of several forms, such as a project, individual research, or directed readings. Students who wish to pursue these options should consult the *Bulletin* for catalog listings of independent studies and directed readings in the subject area. After obtaining approval from her adviser, the appropriate instructor, the division chairman, and the Vice President for Academic Affairs, a student may register for a catalog-listed independent study or directed readings course just as for any other course.

Independent studies and directed readings courses require special forms which are available in the Office of the College of Arts and Sciences. The student must submit her proposal for the independent study or directed readings to the Office of the College of Arts and Sciences no later than the end of the second week of the term in the case of Term I or II, and before the beginning of the term in the case of January or summer terms.

Withdrawal from the College

Any student who plans to withdraw from the college before the end of the term must notify the Office of the College of Arts and Sciences in order to remain in good standing and have grades recorded as WP or WF. If the student withdraws before the end of the term without giving notification to the Office of the College of Arts and Sciences, all grades are recorded as F's.

The student who wishes to withdraw must first visit the Office of the College of Arts and Sciences to set up an appointment for an exit interview. This interview may be with the Dean of Student Affairs, the Vice President for Academic Affairs or a person designated by either. Once the student has had her exit interview, she signs the Withdrawal from the College form. The student then visits the Business Office, Financial Aid Office, and Student Affairs Office for clearance and signatures regarding financial matters. The official date of withdrawal is that by which all required signatures are obtained.

If a student simply stops attending all classes and does not notify the Office of the College of Arts and Sciences of intention to withdraw, the college does not regard the student as having officially withdrawn.

In the event that the student has been absent for reasons of illness and, therefore, is considered unable to complete the process at the actual time of withdrawal, a date of signature is determined by the Vice President for Academic Affairs, the student, and an appropriate representative of the Business Office.

The college reserves the right to require at any time the withdrawal of a student whose conduct or academic work is not considered satisfactory.

For information regarding the financial aspects of withdrawal from the college, please consult the section on costs.

Records of Progress

Records of progress are kept by this institution on veteran and non-veteran students. Progress records are furnished the students, veterans and non-veterans alike, at the end of each scheduled school term.

11
MONDAY

12
Honors Convocation, 9:20 a.m., Belk Chapel
TUESDAY

13
Movie: "American Gigolo," 8 p.m.
Charlotte Symphony Orchestra, 8:15 p.m., Ovens Auditorium
WEDNESDAY

Valentine's Day

14
Chapel, 9:20 a.m., Belk Chapel
Movie: "American Gigolo," 8 p.m.
THURSDAY

15
Student Recital, 2:30 p.m., SLRH
Valentine's Dance, 9 p.m.
FRIDAY

16
Valentine's Dance, 9 p.m.
SATURDAY

17
SUNDAY

Honors and Awards

President's List

Students achieving a semester average of 3.5 or higher are recognized by being listed on the record of outstanding scholars in the College of Arts and Sciences.

Marshals

Marshals are the students who have achieved the highest cumulative average in the Senior, Junior, and Sophomore Classes. The student with the highest average for her three years serves as Chief Marshal during her senior year. The duty of the Marshals is to serve as ushers of official college events which include academic processions.

Orb and Sceptre

Orb and Sceptre is a senior honorary organization which was founded at Queens in January of 1961. It recognizes those students who have shown outstanding leadership, scholarship and concern for the college community.

Valkyrie

Valkyrie is an honorary organization that was established at Queens in 1937 and includes students selected from the Sophomore Class on the basis of outstanding leadership, citizenship and scholarship exhibited during their freshmen year at Queens. Valkyrie members are selected at the beginning of their sophomore year.

Who's Who Among Students in American Universities and Colleges

Who's Who Among Students in American Universities and Colleges recognizes noteworthy student leaders on campuses throughout the country and registers them in a national collegiate publication. The students are selected on the basis of scholarship, leadership, and cooperation in educational and extracurricular activities, general citizenship and the promise of future usefulness.

Beta Beta Beta

The Tau Tau Chapter of the Beta Beta Beta National Honorary Biological Society promotes interest in the biological sciences and keeps students aware of new developments in the field. The club is also affiliated with the North Carolina Academy of Sciences. Membership is by invitation.

Delta Omicron

Omicron Lambda Chapter of Delta Omicron, an international music fraternity for women, was established at Queens in May, 1959. The national organization was founded in 1909 at the Cincinnati Conservatory of Music. Membership is open to students doing major or minor work in music, to music faculty, to professional musicians and to concert artists. Scholarship of high quality is requisite to membership.

18
MONDAY

19
TUESDAY

20
Movie: "Love and Death," 8 p.m.
WEDNESDAY

21
Movie: "Love and Death," 8 p.m.
THURSDAY

Dads' Weekend
Guest Artist, Nina Svetlova, Piano, 8:15 p.m., Dana Auditorium
(Admission charge)
22
FRIDAY

Dads' Weekend
Charlotte Oratorio, Bach to Stravinsky, 8:15 p.m., Ovens Auditorium
(Admission charge)
23
SATURDAY

Dads' Weekend
Chapel
Travelog, 2:30 p.m., Dana Auditorium
24
SUNDAY

Sigma Upsilon

Sigma Upsilon is an honorary fraternity for writers. Founded in 1906 and limited formerly to men's colleges, it now includes a small number of women's colleges. The Cakes and Ale Chapter at Queens was established in May, 1951. Membership is based upon creative literary ability, interest and active participation. Members are elected every year.

Zetetic Society

Zetetic is a regional honorary organization composed of faculty and students. Its purpose is to recognize high scholastic attainment for Seniors and Juniors, and to encourage independent research.

Algernon Sydney Sullivan Awards

Queens is one of the colleges which has the privilege of presenting two Sullivan Awards each year—one to a graduating senior, and one to a person who has some association, official or otherwise, with the college. The awards are designed to be continuing reminders:

"that the noblest human qualities are those characteristics of heart, mind, and conduct which evince a love for and helpfulness to other men and women. True nobility is found in those who move beyond the narrow circle of their self-interest and spend themselves in the interest of mankind."

Majorie Blankenship Melton Prize In Creative Writing

A monetary prize is presented to a student for outstanding accomplishments in creative writing. The prize is a memorial honoring this graduate of Queens, who was herself an outstanding writer.

Outstanding Music Award

A student is presented this award on the basis of scholarship, excellence in musical performance, and over-all contribution to music in the Queens community.

Outstanding Drama Award

A student is presented this award on the basis of scholarship, excellence in dramatic performance, and over-all contribution to drama in the Queens Community.

Outstanding Art Award

A student is presented this award on the basis of scholarship, excellence in creative art, and over-all contribution to art in the Queens Community.

Diana Award

This award is given to the student who best exemplifies the characteristics of honesty, integrity, and genuine concern for others. The recipient of the Diana Award is elected by the student body.

25
MONDAY

Community Concert, Rotterdam Philharmonic Orchestra, 8:15 p.m., Ovens Auditorium

26
TUESDAY

27
WEDNESDAY

Movie: "Excaliber," 8 p.m.

28
THURSDAY

Chapel, 9:20 a.m., Belk Chapel
Movie: "Excaliber," 8 p.m.

March

1
FRIDAY

Student Recital, 2:30 p.m., SLRH

2
SATURDAY

Charlotte Symphony Orchestra, 8:15 p.m. Dana Auditorium

3
SUNDAY

College Policies

These are the general policies and procedures under which Queens College operates and, in some cases, the laws affecting members of the Queens community. Violations of any college policies are handled by the Honor Council or Dormitory Council.

Alcoholic Beverages (Possession)

Queens College recognizes the social problems inherent in the misuse of alcohol and discourages student consumption of alcohol as being detrimental to the educational purposes of the college. It also seeks to provide a realistic social atmosphere on campus, to develop student responsibility and to permit maximum personal freedom in matters affecting student life.

The following regulations are designed to support these objectives:

1. Students are responsible at all times for complying with North Carolina laws governing possession and use of alcohol. North Carolina law includes the following provisions:

   "It shall be unlawful for any person to knowingly: (1) Sell or give malt beverages (including beer) or unfortified wine to anyone less than 19 years old or; (2) Sell or give fortified wine, spirituous liquor, or mixed beverages to anyone less than 21 years old. It shall be unlawful for (1) a person less than 19 years old to purchase, to attempt to purchase, or to possess fortified wine, spirituous liquor, or mixed beverages. Persons aiding and abetting an underage person to violate this law will be guilty of a misdemeanor."

   Attention is directed to the fact that under the law possession of hard liquor by those under 21 years of age is illegal.

2. Beer and wine are permitted in the Student Center.

3. Permission to use beer and wine on special occasions elsewhere on campus must be requested from and authorized by the Dean of Student Affairs.

   Any organization sponsoring such an event must obtain a party permit which will include a list of the procedures to monitor the distribution of alcoholic beverages. In addition, the organization will be required to provide alternate non-alcoholic beverages.

4. Possession of alcoholic beverages in residence hall rooms is regulated by state law.

5. Student Government Association funds may not be used to purchase alcoholic beverages.

6. Queens students are responsible for their personal conduct at all times and shall be subject to discipline, including possible suspension, for behavior which discredits the students and/or the college.

4
MONDAY

5
TUESDAY

6
WEDNESDAY
Faculty Recital, 8:15 p.m., FAC

7
THURSDAY
Chapel, 9:20 a.m. Belk Chapel

8
FRIDAY

9
SATURDAY

10
SUNDAY

Alcoholic Beverages (Sale)

The Executive Committee of the Board of Trustees of Queens College has approved the sale of beer and wine on the Queens College campus according to the following policy:

1. Areas:

   a. Beer and wine are to be sold by Saga Food Service in the Jernigan Student Center Snack Bar and may be consumed only within this room. No alcoholic beverages may be taken into or out of this area.

   b. Other areas can be temporarily designated for distribution by the administration (i.e. meetings of the Friends of the Library, etc).

2. Guests:

   a. Each Queens student is allowed only three guests at the Snack Bar.

   b. All Queens students, faculty and trustees are to present their identification card for admittance to the Snack Bar, and their guests will sign the registry.

   c. When the Queens student leaves the area her guest must leave also.

3. Procedure:

   a. Normal hours during which beer and wine may be sold are: 7 p.m.-12 midnight Monday-Thursday, and 2 p.m.-12 midnight Friday and Saturday.

      No sales of beer or wine will be allowed on Sunday or after the above closing hour. Other opening hours may be authorized by the Administration for special occasions.

      The hours (within the guidelines outlined above) when the Snack Bar will be open will be posted each term.

Automobiles on Campus

All students at Queens are allowed to bring cars to campus. Cars must be registered with the Public Safety Office. The registration fee is $5. Each registered automobile is issued a parking permit, which must be affixed to the left rear bumper of the vehicle.

Parking on campus is limited. Each parking permit indicates the zone in which that vehicle is authorized to park. Parking in unauthorized zones will result in a fine. Students who continually violate parking regulations may have their cars towed from the campus.

Complete automobile and parking regulations are printed in the appendix of this Handbook.

Bare Feet

Health and sanitation codes require that the students and guests wear shoes in Morrison Dining Hall, The Hollow and Burwell Hall.

Drugs

The illicit and improper use of drugs (for example, amphetamines, barbituates, opiates, hallucinogenic drugs and marijuana) is not in keeping with a student's personal welfare or pursuit of academic

11
MONDAY

12
TUESDAY

Midterm
Charlotte Symphony Orchestra, 8:15 p.m., Ovens Auditorium
Movie: "Return of the Secaucus 7," 8 p.m.

13
WEDNESDAY

Chapel, 9:20 a.m., Belk Chapel
Movie: "Return of the Secauaus 7," 8 p.m.

14
THURSDAY

Community Concert, Louisville Ballet, 8:15 p.m., Ovens Auditorium

15
FRIDAY

16
SATURDAY

17
SUNDAY

achievement. Queens College students are expected to abide by the laws of the state of North Carolina and the federal government regarding the possession and use of drugs.

Counseling services are available both on and off campus for students who wish to discuss confidential matters concerning drugs and their use.

Firearms and Explosives

North Carolina law prohibits the possession or carrying of any weapons, including guns, rifles, pistols, dynamite cartridges, bombs, grenades, mines, any powerful explosives, bowie knives, dirks, daggers, slingshots, leaded canes, switchblade knives, blackjacks, metallic knuckles or any other weapons of like kind, on any public or private school campus or grounds.

Possession of any such weapons or fire crackers, etc., shall be considered a major violation of the Queens Honor Code and will be handled accordingly.

Party Permits

Any student or group wanting to hold a gathering on campus (including parties in the residence halls) at which alcoholic beverages are served must fill out a party permit in the Office of Student Affairs. Party permits are designed to prevent any misunderstandings concerning what events are approved, who should be contacted in emergencies, who is responsible for cleanup and what facilities and maintenance needs are involved.

Personal Safety and Security

Queens College strives to provide a safe environment for its students. However, personal safety is the responsibility of the student as well as the college. Students are urged to take all reasonable precautions to avoid unfortunate incidents. The College cannot be held responsible for a student's safety at all times.

Privacy

Queens College, in accordance with the Family Educational Rights and Privacy Act of 1974, also known as the Buckley Amendment, permits its students to inspect their records whenever appropriate and to challenge specific parts of them when they feel it necessary to do so.

Following are the specific guidelines and procedures to be followed in relation to record preparation, verification, and access.

1. It is the responsibility of faculty to turn in a grade sheet for each course taught and to do so within the time set by the Registrar. It is the responsibility of the Registrar's Office to compile and retain these records on a student-by-student basis and to make such information available in accordance with federal and state law and with existing college policies.

2. **Public Records**
   Information concerning the following items on individual students is considered Directory Information and is public: Full name, local address, home address, telephone number, date of birth, major field of study, dates of attendance at Queens College, class year, degrees, honors and awards received, participation in officially recognized college activities and student organizations, parents'

18
MONDAY

19
TUESDAY

20
Last Day to Withdraw from a Course with a "W"
WEDNESDAY

21
Chapel, 9:20 a.m., Belk Chapel
THURSDAY

22
FRIDAY

23
Charlotte Symphony Orchestra 8:15 p.m., Dana Auditorium
Movie: "Gallipoli," 8 p.m.
SATURDAY

24
Travelog, 2:30 p.m., Dana Auditorium
Movie: "Gallipoli," 8 p.m.
SUNDAY

names, class schedules, and religious affiliation.

This information may be released or published without the student's consent. However, students who do not wish this information or any part of it to be released or made public may inform the Registrar's office, in writing, within 10 days after registration each term. The Registrar will notify other college offices of such requests. Students should understand that if they withhold directory information, it will not be released to anyone unless the health or safety of an individual is involved.

It is the policy of Queens College to refuse to release information to private firms for use in mailing lists.

3. **Confidential Records**
All personally identifiable material on particular students used to make decisions about students or used for transmittal to others outside the college and which is other than public material, as defined above, is considered confidential. Confidential information includes, but is not limited to the following items: academic evaluations, advising records, disciplinary records, financial aid records, letters of recommendation, medical or health records, clinical counseling records, transcripts, test scores, and other academic records.

4. **Official Records**
Each enrolled or former student of Queens College has the right to inspect and review official educational records or files of the college directly relating to that student. (Note: all files on individual students are destroyed five years after the student leaves the college. Only the transcript is kept after the five-year period. The transcript is kept indefinitely.)

   Official records are released only with the written permission of the student.

5. Access by the student to official educational records or files directly relating to the student is provided in the presence of a staff member. The permanent academic record (transcript) will not be allowed outside the Registrar's office.

6. The right to access does not extend to applicants, those denied admission, or those admitted who do not enroll.

7. Offices may require that requests for access be submitted in writing and may ask for, but not require, the reason for the request.

8. Official records include material on students, relating to their status as students, held by any office of the college and intended for the use of the college or available to parties outside the college.

   A copy of a student's transcript and/or other recorded data will be made available to college officials who show legitimate educational needs without written permission of the student. Records will be kept in each office of college officials who use data and the purpose for which such is requested.

   Official records do not include the following: letters of recommendation for which the student has waived right of access, public safety records, medical and clinical counseling records, financial records of parents, private records kept by individual faculty or

25
MONDAY

26
TUESDAY

27
WEDNESDAY

Faculty Recital, 8:15 p.m., FAC

28
THURSDAY

Chapel, 9:20 a.m., Belk Chapel
Charlotte Opera, "Mikado," 8 p.m., Ovens Auditorium

29
FRIDAY

Spring Break Begins, 5 p.m.

30
SATURDAY

Spring Break

31
SUNDAY

Spring Break

administrators as aids to memory but not intended for transmittal to others.

9. Requests for student data from agencies such as HEW, OEO, and research agencies may be honored without prior approval of the student only in anonymous form.

10. A student is entitled to an explanation of any information contained in official records directly relating to the student. The student has the right to a hearing to challenge the content of an official record to ensure that it does not contain information which is inaccurate, misleading, or in violation of privacy or other rights, and to correct or delete inaccurate, misleading, or inappropriate material.

11. The substantive judgment of a faculty member about a student's work (grades or other evaluations of assignments) is not within the scope of such hearings. A student may challenge only the factual and objective elements of the content of student records (discrepancies in computation and transcription of grades) but not the qualitative and subjective elements of grading.

12. The hearing procedures are outlined as follows:
    a. The student consults with the faculty member concerned in the hope that satisfactory agreement may be reached.
    b. If satisfactory agreement is not reached, the student consults with the chairman of the division in which the record dispute has occurred in the hope that satisfactory agreement may be reached.
    c. If satisfactory agreement is not reached, the student consults the appropriate Vice President.
    d. If no agreement is reached, the student sends a written request for a formal hearing to the appropriate vice president who, will appoint a committee consisting of one administrator, one faculty member, and one student to hear the complaint.
        (i) The formal hearing shall be held within three calendar weeks of the date of the written request.
        (ii) The formal hearing shall allow full opportunity for the presentation of evidence relative to the matter in dispute.
        (iii) The hearing committee shall render a decision, in writing, within one week of the conclusion of the hearing.
        (iv) The decision of the committee is final.
    e. The student has no further right of appeal.

Residency Requirements

Queens views on-campus living as an integral part of the educational experience. A traditional student who is a candidate for an undergraduate degree will live in a residence hall unless: (1) she is residing with her parents or guardian; (2) she is married, or (3) she has been granted special permission for other residence by the Dean of Student Affairs.

Any student who decides to leave the residence hall to live at

1

Spring Break

MONDAY

2

Spring Break

TUESDAY

3

Spring Break

WEDNESDAY

4

Spring Break

THURSDAY

5

Spring Break

FRIDAY

6

Spring Break

SATURDAY

Easter

7

SUNDAY

home must inform the Student Affairs Office and officially check out of the residence hall.

Sales and Solicitation

To protect students and staff from fraudulent sales and annoyance, no door-to-door soliciting is permitted by on-campus or off-campus groups or individuals.

Any on-campus person or organization wishing to sell merchandise may do so in the lobbies of the residence hall with the permission of the Resident Director. Such sales may take place in the Student Center or the dining hall with permission from the Dean of Student Affairs. Advertising may be posted only on bulletin boards and may not be taped on painted surfaces in any residence hall.

Any off-campus person or agency wishing to sell or advertise any merchandise or service on campus must receive permission from the Dean of Student Affairs. Ordinarily, only nonprofit groups will be allowed to sell on campus. Once permission is granted, products may be sold only in the Student Center or dining hall. Any advertising must bear the stamp of the Student Affairs Office before it may be posted. Unauthorized advertisements will be removed.

Posters on Campus

The following guidelines are established for posters on campus:

1. Posters should include the name of the organization or individual sponsoring the event or product advertised.
2. Persons putting up posters are responsible for their removal. Notices should be taken down the day after the event they are advertising occurs.
3. Posters and signs should not be taped on painted surfaces. Use bulletin boards or glass surfaces when possible.
4. Off-campus individuals or groups are required to have their posters stamped in the Student Affairs Office. This stamp indicates permission to post only; it is not an endorsement of the product or event. Posters from off-campus sources which have not been stamped may be removed.

Smoking

Due to fire regulations and so that individuals do not infringe upon the rights of others, smoking is not permitted in Dana Auditorium, Suzanne Little Recital Hall, or classrooms. A section in Morrison Dining Hall is designated as an area where smoking is permitted at meals.

Strangers on Campus

Students are requested to offer directions or information to strangers who appear on campus. Persons who do not have specific business on campus are not to be permitted in any building. Students should report such strangers to the Public Safety Office.

8

Residence Halls open, 12 noon

MONDAY

9

Classes Resume
Movie: "A Streetcar Named Desire," 8 p.m.

TUESDAY

10

Movie: "A Streetcar Named Desire," 8 p.m.

WEDNESDAY

11

Chapel, 9:20 a.m., Belk Chapel

THURSDAY

12

FRIDAY

13

Alumni Homecoming

SATURDAY

14

SUNDAY

Residence Life

Residence life at Queens College offers students the opportunity to grow and find meaning through friendship, exploration of ideas, and involvement in the resident community. The residence hall is more than just a place to live. It is an environment in which to grow—an experience in living.

Queens provides both professional staff and student resident assistants to meet the needs of students and to strive to make the experience in the residence hall a positive one. The residence life staff members offer many learning opportunities by promoting programs and activities which enhance student development. Their goal is to help students discover themselves by involving them in their own developmental process and to provide a context in which students participate in shared experiences.

Students are encouraged to aid in the development of their community in the residence hall by participating in the decision making, policy formation and regulation, and program planning. Through this involvement, resident students work together to achieve an environment in which they may experience a sense of belonging and interdependence while respecting the uniqueness of individuals and their right of privacy.

In order to ensure smooth operation of the residence halls, policies designed to facilitate community living have been developed. All resident students and their guests on campus are expected to abide by these guidelines and all college policies. Violations of residence hall policies will be handled through the college judicial process as described in this Handbook.

15
MONDAY

Community Concert, Simon Estes, Bass-Baritone, 8:15 p.m., Ovens Auditorium

16
TUESDAY

17
WEDNESDAY

Chamber Music Concert, Garth Newel Trio, 8:15 p.m., FAC
Movie: "The Little Foxes," 8 p.m.

18
THURSDAY

Chapel, 9:20 a.m., Belk Chapel
Movie: "The Little Foxes," 8 p.m.

19
FRIDAY

Student Recital, 2:30 p.m., Dana Auditorium

20
SATURDAY

21
SUNDAY

Bicycles

Bicycle racks are centrally located on campus. Bikes may not be stored anywhere in the residence halls except in the basement storage rooms. Bicycles may be removed from restricted areas without notification to the student.

Cable Television

Each residence hall lobby has television connected to cable for students' enjoyment. Students may have televisions in their residence hall rooms connected to cable at their own expense. The College accepts no responsibility for the installation, billing, or disconnection of cable services. All arrangements should be made between the student and the cable company. It is the responsiblity of the student to be present whenever the cable service person needs access to her room for installation or repairs. The disconnection of cable services must be completed prior to residence hall check-out at the end of the year.

Candles, Incense and Paper

At no time may candles, incense or paper be burned in any residence hall area. Any items in violation of fire and safety regulations will be subject to removal by the residence hall staff.

Fire Drills

Fire escape routes are posted in each residence hall room and in all public areas. Every student should know all fire escape routes and procedures in her residence hall. No one is excused from a fire drill if she is present in the residence hall at the time of the drill.

Holidays

The college calendar on page 111 lists dates for the opening and closing of residence halls for all holidays and breaks.

Residence halls re-open one day before classes resume. All residence halls close for college holidays.

Check-In, Check-Out

A resident student must check in with the resident director or resident assistant each time she moves into a new residence hall room. The check-in procedure involves completion of a form indicating the physical condition of the room. The check-in form must be signed and dated by the occupant of the room and the resident assistant.

A student who moves out of her residence hall room for any reason must check out officially with her resident assistant or resident director. Damages to walls, floor, furniture, etc., will be noted on the check-out form. A final check for damages will be made by the Student Affairs and maintenance staff. Charges for damages will be made against the damage deposit. Any items left in the residence hall room after check-out become the property of the college.

Electrical Appliances

Under fire and insurance regulations, only the following electrical appliances may be used in residence hall rooms: coffee pots, fans, popcorn poppers, hair dryers, stereos or radios, refrigerators (up to 3 cubic feet), televisions and electric curlers.

The following appliances may NOT be used in rooms due to the

22
MONDAY

23
Movie: "Cousin, Cousine," 8 p.m.
TUESDAY

24
Charlotte Symphony Orchestra, 8:15 p.m., Ovens Auditorium
Spring Drama Production
Movie: "Cousin, Cousine," 8 p.m.
WEDNESDAY

25
Chapel, 9:20 a.m., Belk Chapel
Spring Drama Production
THURSDAY

26
Moms' Weekend
Spring Drama Production
FRIDAY

27
Moms' Weekend
Spring Drama Production
Charlotte Oratorio, Bach's "Mass in B Minor," 8:15 p.m., Ovens Auditorium
SATURDAY

28
Chapel
Moms' Weekend
Spring Drama Production
Travelog, 2:30 p.m., Dana Auditorium
SUNDAY

electrical wiring, electrical supply and/or fire hazard: air conditioners, electric ovens (any type) or hot plates.

Sunlamps are approved for use only if prescribed by a physician. In such cases, the sunlamp must be kept and used in the health center. Sunlamps used in a residence hall will be removed by the residence hall staff.

Guest Housing

A few residence hall rooms are available for guests of students. Rooms are made available on a first-come basis and cost $5 per person per night. Male guests will be housed in Morrison; female guests in empty rooms in occupied residence halls. Men or women who are official guests of the college may be housed in the Wallace apartments.

No visitation is allowed in the Morrison guest rooms. Violation of visitation policy in Morrison could result in closing of the guest housing facility.

Students are responsible for the actions of their guests while they are on campus. Violations of campus policies by a guest may result in disciplinary action against the hosting student and /or a request by residence hall or Public Safety staff that the guest leave the campus.

Laundry Facilities

Coin-operated washers and dryers are located in each residence hall. Students are cautioned not to overload these machines. A student causing damage by overloading a washer or dryer may be charged for the repairs. Instructions on proper use of these machines may be obtained from the Office of Student Affairs or a resident assistant.

Ironing boards are available in the laundry rooms. Ironing is restricted to the approved areas in each building; no irons should be used in a student's room.

Lofts, Wooden Structures

Permission to build a wooden structure in the room must be requested from the Dean of Student Affairs. The following guidelines are required for safety reasons and to prevent damage to the walls, floor, ceiling, and furnishings of the room.

Construction of wooden items in residence hall rooms may be authorized during the academic year only under the following conditions:

1. Residents must receive written permission from the Dean of Student Affairs before construction may take place.

2. Both residents of the room must agree to the construction.

3. No power tools may be used inside the residence halls.

4. Residents are responsible for missing furniture and for any damage to the room, building, or furnishings, (beds, chair, desks, etc.) as a result of the construction.

5. The room furnishings—desks, dressers, chest of drawers, etc.—may not be used to support or secure any wooden structure.

6. No part of the construction may be attached, wedged, or secured in any manner to the ceiling, floor, or walls of the room. All units must be free-standing.

7. All wooden construction must be removed and the regular room furniture arranged in the

April

29
MONDAY

30
TUESDAY

Awards Convocation, 9:20 a.m. Dana Auditorium
Movie: "Private Benjamin," 8 p.m.

May

1
WEDNESDAY

Movie: "Private Benjamin," 8 p.m.

2
THURSDAY

Chapel, 9:20 a.m., Belk Chapel

3
FRIDAY

Student Recital, 2:30 p.m., SLRH
May Day Dance, 9 p.m.

4
SATURDAY

May Court Presentation
May Day Dance, 9 p.m.

5
SUNDAY

May Day Lawn Concert, 2 p.m., Morrison Quad

same order as when the residents first moved into the room no later than commencement.

8. Any horizontal surface area exceeding 20 square feet must be at least 36 inches from the ceiling.

9. The total horizontal surface area of a structure used for sleeping purposes may not exceed more than one-half of the total floor surface.

10. Sleeping structures using 2x4's for vertical support must have at least two diagonal support braces attached from each vertical support post to the upper horizontal support beam or surface area.

11. No item may be constructed so as to completely obstruct any direct access to the hall door or windows so that evacuation is convenient in case of fire.

12. Any structures left in the residence halls after commencement will become the property of Queens College.

Long Dorm (Showers)

Long Hall is built in a suite style arrangement with occupants of two rooms sharing a bathroom. Due to the structure of the building, showers cannot be installed in the bathrooms in Long without major renovation. Students are not allowed to install showers in these rooms.

Maintenance

A student should report to a member of the residence hall staff any repair work needed in her room or residence hall.

Open Visitation

Male visitors are allowed to visit in a student's room in Belk, Harris or Wallace Residence Halls Friday and Saturday between the hours of 12 noon and 1:30 a.m. and Sunday from 12 noon until 7 p.m. Male visitors may visit during these hours provided that (1) the Queens student signs her guest in at the desk in the lobby upon his arrival and out when he leaves the residence hall, and (2) the guest is accompanied at all times by the Queens student. Note: Students must sign-in their own visitors during visitation hours. No student may sign another student's name on the sign-in register.

Men's restrooms are located in the lobby areas of Harris and Wallace residence halls. One restroom in Belk is designated as the men's restroom during visitation hours. Men should use these designated facilities only.

Seniors living in Long Residence Hall may have male guests in their rooms between the hours of 6 a.m. and 11:30 p.m. Sunday through Thursday and from 6 a.m. until 1:30 a.m. Friday and Saturday provided that the male guest is escorted in the halls at all times by a Queens student.

Family Visitors

Family members are always welcome in the residence halls. However, when visitation hours are not in effect, male family members must be escorted to the student's room by the student and a Resident Assistant. The Resident Assistant must also escort them back to the lobby when they leave. During visitation hours, male family members must sign-in according to the visitation policy.

Opening, Closing Hours

The residence halls are unlocked at 6 a.m. daily. They are locked at 12 midnight Sunday through

May

6 MONDAY

Alumni Wine and Cheese Party for Seniors, 5 p.m., Burwell Parlors
Movie: "Woodstock," 8 p.m.

7 TUESDAY

Movie: "Woodstock," 8 p.m.

8 WEDNESDAY

9 THURSDAY

Chapel, 9:20 a.m., Belk Chapel
Classes End

10 FRIDAY

Reading Day

11 SATURDAY

Examinations Begin
9 a.m. — Exams for MWF 9:00 a.m. classes
2 p.m. — Exams for TTH 10:20 a.m. classes

12 SUNDAY

Mother's Day

Thursday and at 2 a.m. Friday and Saturday nights.

Any student without self-limiting hours may not leave the residence hall after closing or before opening. In special cases, a student may obtain permission from her resident director to leave the building early.

Any student who wishes to enter a locked residence hall must go by the Public Safety office and sign in. A Public Safety Officer will escort her to her building. Any student who enters a locked residence after closing hours without a Public Safety officer or lets someone into the building will be turned in to the Dormitory Council.

Transferring

Any student may transfer from one building on campus to another after closing hours. In order to transfer, the student must call the Public Safety office from the building she is in to notify the office of the transfer. The student must then sign-in at the Public Safety office and be escorted to her building by an officer.

Overnights, Weekends

An overnight consists of an absence from campus beginning at residence hall closing and going beyond 6 a.m. of the following day. A weekend consists of Friday and Saturday nights. During the week (Sunday through Thursday) all students, except first term freshmen and those who do not have self-limiting hours, may spend the night away from campus if they have their parents' permission. A student must have been given self-limiting hours by her parents or be 21 years of age in order to spend weeknights away from campus. First-term freshmen and upperclassmen without self-limiting hours may spend weeknights away from campus only with special permission from their parents. All students may spend an unlimited number of weekend nights off campus.

Overnight Guests

Resident students must register all overnight guests with their resident assistant or resident director. This regulation allows the director to notify the guest in case of an emergency and to be aware of her presence in case of fire, etc. Every guest is expected to follow the same rules as those set for her Queens hostess. The Queens student will be charged with any violation committed by her guest.

Guests may stay on campus two consecutive nights free of charge if they register. There will be a $3 charge for unregistered guests and guests staying on campus for more than two nights.

Painting of Rooms

The residence hall staff and maintenance department will determine which residence hall rooms need painting during the summer. Maintenance personnel will do all painting. A student will be charged only if she wants a room painted, in which case the charge will be $50.

Pets

Except for small fish and turtles no pets of any kind are permitted in the residence halls at any time. Violation of this regulation will result in a fine of $10 for each day or any portion of a day an animal is in a residence hall. Fines are to be paid to the Resident Director of the building in which the violation occurs. An animal may be removed from a student's room without notification.

13
MONDAY

9 a.m. — Exams for MWF 10 a.m. classes
2 p.m. — Exams for TTh 11:00 a.m. classes

14
TUESDAY

9 a.m. — Exams for TTh 11:45 a.m. classes
2 p.m. — Exams for MWF 1:30 p.m. classes

15
WEDNESDAY

9 a.m. — Exams for MWF 12 noon classes
2 p.m. — Exams for TTh 1:30 p.m. classes

16
THURSDAY

9 a.m. — Exams for TTh 8 a.m. classes
2 p.m. — Exams for MWF 8 a.m. classes
Examinations End

17
FRIDAY

Baccalaureate, 4 p.m., Belk Chapel

18
SATURDAY

Commencement Exercises, 10 a.m., Dana Auditorium

19
SUNDAY

Places of Worship

Many of the churches below are within walking distance of the campus. In all cases the church listed is the one of its denomination which is closest to the college. The college chaplain will be happy to provide further information on local places of worship.

Baptist
Myers Park Baptist,
1900 Queens Road

Catholic
St. Patrick's Cathedral,
1621 Dilworth Road, East

Church of Christ
Church of Christ,
4900 Providence Road

Episcopal
Christ Church,
1412 Providence Road

Greek Orthodox
Greek Orthodox Cathedral,
600 East Boulevard

Jewish
Temple Beth El,
1727 Providence Road

Lutheran
St. Mark's Lutheran,
1001 Queens Road

Methodist
Myers Park United Methodist,
1020 Providence Road

Moravian
Little Church on the Lane,
528 Moravian Lane

Presbyterian
Myers Park Presbyterian,
2501 Oxford Place

Society of Friends (Quaker)
Charlotte Friends Meeting,
2327 Remount Road

Property Insurance

The college insurance program is designed to provide protection for college property and does not include the personal property of students or others. It is suggested that students and their parents review their insurance plans to be sure coverage is extended to include personal effects while at college.

Quiet Hours

Campus quiet hours are to be observed Sunday-Thursday, from 11 p.m. - 7 a.m. Freshmen are to observe additional quiet hours Sunday-Thursday, 7 - 10 p.m.

Quiet hours acknowledge the right of each student to study and sleep in her residence hall room with a minimum amount of disturbance. Students are asked to be considerate of others at all times.

Any residence hall wishing to extend quiet hours may do so by a vote of the resident students.

Refrigerator Rentals

A limited number of small refrigerators are available for rent on a first-come basis. Refrigerators rent for $5 per month. A $10 deposit also is required. The deposit will be refunded if the refrigerator is cleaned properly and turned in according to instructions.

Refrigerator rental is handled by the Office of Student Affairs.

Resident Assistants

Student resident assistants live on each floor of the residence halls. They are employed by the college to be of service to students and to assist in the smooth operation of each building.

93

Resident assistants are selected during Term II for the following year. The selection committee is made up of students and student affairs staff.

Room Assignments

Room assignments for the following academic year are made each spring by the Dean of Student Affairs. To be eligible to sign up, a student must pay a $150 room reservation fee in the Business Office. This fee is not refundable after May 1 and is credited to the room payment for the next year.

Procedures for room sign-ups will be announced in advance of the room deposit deadline in the spring.

Room Keys

Each student is issued a key to her residence hall room at the time she checks in. If the room key is lost, the student may request a replacement key in the Student Affairs office for which she will be charged $1. Any student failing to return her key when she checks out of a residence hall room will be charged $5.

Each time a student locks herself out of her room and must be let in by a residence hall staff member, a fine of 50 cents will be collected and placed in the residence hall social fund. At no time will one student be let into another student's room by a residence staff member without specific permission from the resident of the room.

Room and Roommate Changes

All room and roommate changes are to be approved by the appropriate Student Affairs staff member. Requests forms for making room and roommate changes, available in the Student Affairs Office, must be completed and turned in before any changes will be approved. When such a change is made, the student or students moving must follow all regular check-in and check-out procedures. Students making unapproved room or roommate changes will be charged $20.

Room Damage Deposit

A room damage deposit of $50 is required of each student living in a residence hall. When a student leaves the residence hall permanently, the deposit will be refunded to her with interest, less the cost of any damages.

Search and Seizure

Entry by College residence hall staff into occupied rooms and storage rooms in residence halls, and in student cars, is divided into three categories: inspection, search, and emergency.

Inspection: Inspection is entry into an occupied room in order to determine the health and safety conditions of the room, to check the physical condition of the room, to make repairs on facilities, or to perform janitorial operations. Scheduled inspections by off-campus authorities shall be preceded, if possible, by 24 hours' notice to the students.

During the inspection, there will be no search of drawers, closets or personal belongings.

Search: Search is the entry into an occupied room for the purpose of investigating suspected violation of the campus regulations and/or city, state, or federal law. Legal search warrants issued by state courts will be served as directed by the warrants. Every effort will be made to have a representative of the Dean of Stu-

dent Affairs accompany the officers and observe the search. College personnel will not enter a room for purposes of search without permission from the resident(s) or prior permission from the Dean of Student Affairs or residence hall director. Any search must be verified in writing to the student(s) by the person receiving permission to search.

A request for permission to search may be made by the residence hall staff when reasonable cause exists to suspect that a violation is occurring or has occurred. There must also be at least two people present during the search.

A copy of the authorization form must be presented to the resident(s) or left in the room if the resident(s) are absent. The authorization form shall list reason for search and items sought. If any items are taken from the room, a signed receipt listing each item will be given to the resident(s) or left in the room.

Emergency: An emergency situation exists when the delay necessary to obtain authorization constitutes a danger to persons, property or the building itself.

Self-Limiting Hours

Self-limiting hours permit students to leave the residence hall after closing or to return to the residence hall between closing and 6 a.m. A return after 6 a.m. is considered an overnight.

All students, with the exception of first-term freshmen, are eligible for self-limiting hours. Students under 21 years of age must have parental approval on file in the Student Affairs office. Approval forms are sent to students and their parents after first term of the freshmen year.

First-term freshmen must be in the residence hall by midnight, Sunday - Thursday, and by 2 a.m. Friday and Saturday nights. No exceptions will be made unless an emergency arises. The Office of Student Affairs will not accept telephone calls from parents permitting a student to return after hours except in such emergencies.

Single Rooms

A limited number of rooms may be designated as private rooms depending on college enrollment. A student may request assignment to a private room. Priority for private rooms is based on seniority and the lottery number drawn. An additional fee of $147.50 per term is charged for a single room if it is requested and assigned. If a student occupies a single room for less than a full term, the fee will be pro-rated at $9.20 per week. A first-term freshman or transfer will not be charged for a single room if she is assigned one without having requested it.

One week after classes begin each semester, each student in a single room who did not request it will be given the opportunity to move in with another student or to have another student move in with her. If she remains in the room by herself, she will be charged the single room fee of $9.20 per week for the remainder of the term. A student whose roommate moves and who is willing to accept another roommate, but where no assignment can be made, will not be billed the additional charge.

Storage

Storage areas are available in all residence halls. Trunks, luggage and other items may be kept during both the school year and the summer months. Each storage

area is kept locked. When a student wishes to remove an item from the storage room, a residence hall staff member will unlock the room for her. All items which can be stored must be kept in the storage rooms and not in the halls, lounges, or study rooms. Storage items should be tagged with the student's name and room number and the date placed in storage.

The college assumes no responsibility for items in storage. If items are left in storage more than one calendar year, they become the property of Queens College.

Sunbathing

A patio in Harris Hall and a concourse by Long Hall provide area for sunbathing. All sunbathing apparel is restricted to these areas on the back campus.

Telephones

Campus telephones are provided in each residence hall for local and on-campus calls.

Pay telephones are available in all residence halls for long distance calls.

Students may have private telephones installed in their rooms; however, the college accepts no responsibility for the installation, billing or disconnection of telephones. All arrangements for telephones are to be made between the student and Southern Bell Telephone Co. It is the responsibility of each student to be present when her telephone is installed, repaired or disconnected. The disconnection of private telephones must be completed prior to residence hall check-out at the end of the year.

Appendix

This appendix to the Queens College Student Handbook for 1984-85 includes the constitution for the Student Government Association and complete parking and automobile regulations.

Student Government Association Constitution and By-Laws

Article I

Name

The name of this organization shall be the Queens College Student Government Association.

Article II

Purpose

The purpose of this organization shall be to provide its members with the instruments of self-government and to serve as the guardian of student rights. The Association shall strive to create a spirit of unity within the Queens community, to develop in its members a sense of individual responsibility, and to promote high standards of integrity and conduct. The Association shall provide channels for the development of legislation, justice, programming, and publications among the students in the Queens College of Arts and Sciences.

Article III

Membership

All undergraduate students on matriculation to the College of Arts and Sciences acknowledge their membership in the Student Government Association.

Section A. Rights of Members. Members of the Association have the following rights:

1. to attend meetings of the Senate,

2. to vote in all Student Government Association elections pertaining to their academic class or place of residence,

3. to contest an election, (see SGA By-Laws, Article I)

4. to petition the Senate, (see SGA By-Laws, Article II)

5. to initiate legislation, (see SGA By-Laws, Article III)

6. to challenge the decisions of the Senate, the Honor Council, or the Dorm Council, (see SGA By-Laws, Article IV), and

7. to propose amendments to the Student Government Association Constitution and By-Laws, (see Article XVII).

Article IV

Finances

Section A. Source of Funds. The source of funds for the Student Government Association shall be the activities fees paid by its members, which are included in the tuition fees collected by the College, and duly set aside for the Student Government Association by the College Comptroller.

Section B. Budget Committee. The Budget Committee of the Association shall determine, on an annual basis, the allotment of funds to the four branches of the Association and to other clubs and organizations that are eligible for such funding.

1. The Student Government Association Treasurer shall serve as Chairwoman of the Budget Committee. She shall have the following duties:

a. to call all meetings of the Committee,

b. to oversee communication between

the Committee and all student organizations that are eligible for Student Government Association funding,

c. to appoint from among the elected members a Co-Chairwoman who shall assist her in representing the Committee to the organizations of the Student Government Association,

d. to receive from the College Comptroller the number representative of the total budget of the Association,

e. to receive budgets from organizations desiring funds,

f. to present, in written form, the Committee's decisions on funding for all organizations to those organizations and to the Executive Committee,

g. to make copies of the final budget available to all members of the Association.

2. There shall be four elected members on the Budget Committee. Members must be eligible to represent the College and may be from any academic class. Members may hold other elected offices, provided those offices are not of an executive nature.

Section C. Dispensation of Funds. Annual budget allocations shall be determined by the Student Government Association Budget Committee. To appeal the Budget Committee's decision, organizations of the Association may petition the Senate. The Senate shall then reevaluate the Budget Committee's decision and may alter the allocation of funds to all organizations. The Senate's decision shall be final.

Section D. Use of Funds. Inappropriate use of funds shall include the following:
1. Purchase of alcoholic beverages.
2. Sponsoring of events to which attendance is not open to all members of the Association without prior approval of the Senate.

Article V

Organizations of the Association

The Student Government Association shall encompass four branches of government. Branch responsibilities and names shall be as follows:

Section A. Executive Committee. The Executive Committee shall serve as a liaison between the Student Government Association and the College administration and faculty. Also, the Executive Committee shall serve to facilitate communication and cooperation among the four branches of the Student Government Association.

Section B. Legislative Branch. The legislative authority and responsibility of the Association shall be vested in the Senate.

Section C. Judicial Branch. The judicial authority and responsibility of the Association shall be divided between the Honor Council and the Dorm Council as specified in their respective statements of purpose.

Section D. Activities Branch. The programming authority and responsibility of the Association shall be vested in the College Union and its Board of Directors.

Section E. Publications Branch. The authority and responsibility for student publications shall be vested in the Publications Board.

Article VI

Officers of the Association

The Student Government Association shall have four executive officers: President, Vice President, Treasurer, and Secretary. These officers each must have a cumulative grade point average of at least 2.5 and be eligible to represent the College. (See Student Handbook, Eligibility to Represent the College.)

Section A. President. The President, who shall be a senior (except in case of mid-term succession) who has been a member of the Association for at least two semesters prior to her campaign for office shall have the following duties:

1. to call, plan the agenda for, and preside over any meeting of the Association.

2. to serve as the official representative of the Student Body of the College of Arts and Sciences.

3. to serve as President of the Senate (see Article VIII.)

4. to serve as Chairwoman of the Student Government Association Executive Committee (see Article XI).

5. to serve as Chairwoman of the Appeals Board (see Article XI).

6. to be familiar with the Constitution of this Association and its By-laws.

Section B. Vice President. The Vice President, who shall be a junior or a senior, shall have the following duties:

1. to accept the responsibilities of the President in case of her absence.

2. to serve as Vice President of the Senate (see Article VIII).

3. to serve as Vice Chairwoman of the Student Government Association Executive Committee. (See Article VII).
4. to serve as Chairwoman of the Student Government Association Elections Committee.

5. to serve as a member of the Appeals Board (see Article XI).

6. to be familiar with the Constitution of this Association and its By-laws.

Section C. Treasurer. The Treasurer, who shall be a junior or senior, shall have the following duties:

1. to act as the Financial Officer of the Student Government Association.

2. to serve as Chairwoman of the Student Government Association Budget Committee.

3. to serve as Treasurer of the Senate (see Article VIII).

4. to serve a a member of the Student Government Association Executive Committee (see Article VII).

5. to serve as a member of the Appeals Board (see Article XI).

6. to be familiar with the Constitution of this Association and its By-laws.

Section D. Secretary. The Secretary, who shall be a sophomore, junior, or senior, shall have the following duties:

1. to keep in permanent form, minutes of any meetings of the Association.

2. to attend to any official correspondence of the Student Government Association.

3. to serve as Secretary of the Senate (See Article VIII.)

4. to serve as Secretary of the Appeals Board (See Article XI.)

5. to be familiar with the constitution of this Association and its Bylaws.

Section E. Elections. Elections for the offices of President, Vice President, Treasurer, and Secretary of the Student Government Association shall be held during Phase I of the Student Government Association elections.

Article VII

Executive Committee

Section A. Name. The name of this organization shall be the Student Government Association Executive Committee.

Section B. Purpose. The purpose of the Student Government Association Executive Committee shall be to provide open lines of communication among the four branches of the Student Government Association and to promote a spirit of unity and common purpose throughout the whole of the Student Government Association. The Committee shall serve as a liaison between the College administration and faculty and the members of the Student Government Association.

Section C. Members and Their Duties. The Student Government Association Executive Committee shall have eight student members.

1. Members shall be:

a. the President of the Student Government Association, who shall serve as Chairwoman,

b. the Vice President of the Student Government Association, who shall serve as Vice-Chairwoman,

c. the Treasurer of the Student Government Association,

d. the President of the Honor Council,

e. the President of the Dorm Council,

f. the President of the College Union Board of Directors,

g. the Treasurer of the College Union Board of Directors,

h. the President of the Publications Board,

2. The Chairwoman shall have the responsibility to call, plan the agenda for, and preside over all meetings of the Committee.

3. The Vice Chairwoman shall assist the Chairwoman in fulfilling her duties, and shall assume the duties of the Chairwoman in case of her absence.

4. The Secretary shall be selected by the Committee from among its elected members at its first meeting following Phase I elections. The Secretary shall have the following duties:

a. to keep, in permanent form, the minutes of all meetings,

b. to distribute at each meeting, copies of the minutes from the previous meeting to the members of the Committee,

c. to attend to any official correspondence of the Committee.

5. Members of the Executive Committee shall be responsible for attending all meetings of the Committee, and bringing to the Committee reports on the activities, concerns, and finances of their respective branches of student government.

Article VIII

Legislative Branch—Senate

Section A. Name. The name of this organization shall be the Queens College Senate.

Section B. Purpose. The purpose of this organization shall be to provide the students of Queens College with a body suited for handling the legislative concerns of the Student Government Association. Furthermore, it shall be the responsibility of the Senate to pursue the legislative interests of the Student Body, concerning both on-campus policy that relates to student life and state and local political issues that are of interest to Queens students. The Senate shall be that organization of the Association which most accurately represents, on a numerical basis, the different sectors of the Association's membership.

Section C. Members, Their Qualifications and Duties. Membership on the Senate shall consist of elected and appointed student members and one faculty adviser.

1. Qualifications of Student Members: Students serving on the Senate must have a cumulative grade point average of at least 2.5 and be eligible to represent the College. (See *Student Handbook*, Eligibility to Represent the College.)

2. President. The President, who shall be the President of the Student Government Association, shall have the following duties:

a. to call, plan the agenda for, and preside over all meetings of the Senate.

b. to confer with the President of the College, Vice President of the College, and the Dean of Student Affairs when necessary.

c. to be responsible for the coordination of all ad hoc and appointed Senate committees.

d. to serve as Chairwoman of the Appeals Board.

e. to be responsible for the participation of Queens students in legislative matters at the local, state, and national levels.

f. to be the main point of contact for members of the Association desiring legislative action with regard to student life.

3. Vice President. The Vice President, who shall be the Vice President of the Student Government Association, shall have the following duties:

a. to assist the president in the execution of her duties and to preside at meetings of the Senate in the absence of the President.

b. to serve as Senate Parliamentarian.

c. to serve as Chairwoman of the Appeals Board in the absence of the President.

d. to serve as a member of the Appeals Board.

4. Secretary. The Secretary, who shall be the Secretary of the Student Government Association, shall have the following duties:

a. to keep, in permanent form, minutes of all Senate meetings.

b. to attend to any official correspondence of the Senate.

c. to give members written notice of any called meetings at least 24 hours prior to such a meeting.

d. to serve as a member of the Appeals Board.

5. Treasurer. The Treasurer, who shall be the Treasurer of the Student Government Association, shall have the following duties:

a. to act as the financial officer of the Senate.

b. to supervise a record of all financial transactions of the Senate.

c. to serve as financial recorder for all groups affiliated with the Student Government Association that do not fall under the leadership of the College Union Board of Directors.

d. to serve as a member of the Appeals Board.

6. Senators.

a. Senators shall fall under three categories, each having equal importance.

The first category shall be Senators who are representative of their constituents' academic classification. These are *Class Presidents.*

The second category shall be Senators who are representative of their constituents' place of residence. These are *Dorm Representatives* and *Day Student Representatives.* (The New Dimensions Club President represents a specific sector of the overall Day Student population.) The number of Senators who represent a given dorm or the Day Student population shall be determined as follows: There shall be one representative for every 66 students. If 66 does not divide evenly into the number of a given population and the remainder is greater than 33, an additional representative shall be added for that population. Every dorm shall have at least one representative even if there are fewer than 66 members of the Association living in that dorm.

The third category of senators shall be those who are appointed to their positions by the Senate. These are the student representatives to the Faculty Committees: one (1) from the Educational Policies and Curriculum Committee and one (1) from the Student Life Committee.

In addition to these student representatives to Faculty Committees there shall be the following representatives that will not serve as Senators except as indicated above: Awards Committee (2), Educational Policies and Curriculum Committee (3) -- one of which must be a New Dimensions student), Honors Committee (2), Library Committee (2), Student Life committee (2), Student Qualifications Committee (2), Teacher Education Committee(2).

These representatives shall be selected by the senators at the beginning of the Fall Term. These student representatives will serve for the entire school year. Students are invited by the Faculty to take part on these committees; the Queens College student body should regard this participation as a privilege.

b. All Senators shall have the following duties:

1) to attend all meetings of the Senate.

2) to serve as a member of any ad hoc or appointed committee as deemed necessary by the President.

3) to fulfill tasks assigned in carrying out Senate business.

4) to be familiar with the Constitution and By-laws of the Queens College Student Government Association.

c. Senators who are Class Presidents shall have the following additional duties:

1) To be responsible for their class skit for Stunt Night and for the coordination of parents' weekends as follows:
Freshman -- Mom's Weekend
Sophomore -- Dads' Weekend
Junior -- Parents' Weekend
Senior -- Stunt Night during Parents' Weekend

2) The Freshman Class President and the Senior Class President shall serve for the entire school year, even after Phase II elections.

d. Senators who are dorm or Day Student Representatives shall have the following additional duties:

1) To serve as counsel for students appearing before the Honor Council or the Dormitory Council if the student requests their services.

2) Dorm Representatives shall serve until Phase III elections in the Fall Term.

7. Adviser. The adviser, who shall be a member of the Queens College Faculty and may serve for more than one term, shall have the following duties:

a. to attend all meetings of the Senate.

b. to appoint a substitute Adviser should he or she be absent from a meeting.

c. to bring to the Senate any pertinent information and insights which his/her position affords him/her.

d. to be familiar with the Constitution and By-laws of the Queens College Student Government Association.

Section D. Termination of Membership.

1. Resignation of Members. Any member who finds it necessary to resign her position on the Senate must submit a written resignation to the Senate two weeks prior to the date she wishes the resignation to become effective. The Senate may decide, by a simple majority vote, to suspend the required two-week notice.

2. Release of an Officer or Senator. A member of the Senate may be considered for release from the Senate if her conduct or attitudes are contrary to the duties of the Senate.

a. Improper conduct and attitude shall be defined as any actions which render a student ineligible to represent the college. (See *Student Handbook*, Eligibility to Represent the College.)

b. Negligence of duties shall be defined as more than two unexcused absences from Senate meetings and/or failure to complete tasks assigned in carrying out Senate business.

c. If a member's service to the Senate is questioned by a simple majority of the Senate, she will be asked to appear before the Senate to state her case at the next scheduled meeting.

d. To terminate a member's service to the Senate, a simple majority vote of the Senate or of that member's constituents shall be required after that member's case has been heard.

e. The member being considered for release will be notified in writing of the Senate's decision within 48 hours of the Senate's vote.

3. Replacing an Officer. On resignation or release of the President, Vice President, Secretary, or Treasurer, a new officer will be elected from the remaining members of the Senate by a simple majority vote of the members. Should no member of the Senate wish to fill the vacant office, the Senate will announce the vacancy to the association, take applications for the position, and elect a new officer from among the applications.

4. Replacing a Senator. On resignation or release of a Senator, a new one will be elected from among the members of the Association by the members of the Senate.

5. Replacing an Adviser. On resignation or release of the Adviser, a new Adviser will be elected according to Section H of this article of the SGA Constitution.

Section E. Voting. All members of the Senate, including the Adviser shall have one vote. The President shall vote only in case of a tie.

Section F. Quorum. Voting quorum for the Senate shall be 13 members (two-thirds), including the President and the Adviser. If necessary, quorum may be adjusted by the President, given the approval of the Dean of Student Affairs.

Section G. Meetings. Regular meetings shall be held no less than twice monthly and when the President deems it necessary to have a called meeting.

1. All meetings of the Senate shall be open to members of the Association, except when the Senate feels the need to enter Executive Session. The Senate may enter Executive Session by a two-thirds majority vote of the members present. While in Executive Session, only the voting members of the Senate shall be allowed in the meeting room.

2. Special meetings shall be called to dis-

cuss business not covered at the regular meeting or to discuss termination of membership.

3. Special meetings shall be called by the President. The Secretary shall notify members of the details of the meeting place and time no less than 48 hours prior to the meeting.

4. Fifty percent of the membership may, by petition, call a special meeting.

Section H. Elections. Elections for officers of the Senate shall be held according to the specifications of the Student Government Association By-laws.

1. Elections for the offices of Sophomore Class President, Junior Class President, and Senior Class President shall be held during Phase II of the Student Government Association elections.

2. Elections for the offices of Long Dorm Senator, Belk Dorm Senator, Wallace Dorm Senator, Harris Dorm Senator, Seat #1, and Seat #2, Day Student Senator Seat #1, to be filled by the President of Delta Sigma Alpha, Day Student Senator Seat #2, to be filled by the President of the New Dimensions Club, Day Student Senator Seat #3, to be filled by any day student elected at large, and Freshman Class President shall be held during Phase III of the Student Government Association Elections. (The number of representatives for each population is based on the population figures of 1983, and Section C. of this Article.)

3. The selection of an Adviser for the Senate shall take place within four weeks after Phase II Elections. The Senate shall select an Adviser from among the members of the Faculty of the College of Arts and Sciences by a simple majority vote of the members of the Senate.

Article IX

Honor Council
Section A. Name. The name of this organization shall be the Queens College Honor Council.

Section B. Purpose. The purpose of the Honor Council shall be to investigate and act upon any alleged violations of the Honor Code including truthfulness at all times, respect for the property of others and absolute honesty in the performance of all academic work. The Honor Council shall hear any cases where the alleged violation is punishable by state law. The Honor Council shall hear all cases referred to it by the Dorm Council or the Dean of Student Affairs. The Honor Council shall act as the Board of Final Appeal for all appealed Dorm Council decisions.

Section C. Members, Their Qualifications and Duties. Membership on the Honor Council shall consist of eight members of the Association and two faculty advisers.

1. *Qualifications of Student Members.* Students serving on the Honor Council must have a cumulative grade point average of at least 2.5 and be eligible to represent the college. (See *Student Handbook*, Eligibility to Represent College.) All members must maintain conduct and attitudes consistent with the purpose of the Honor Council.

2. *President.* The President, who shall be a senior (except in case of mid-term succession), shall have the following duties:

a. to call and preside over meetings of the Honor Council.

b. to set in motion an investigating committee in cases where it is deemed necessary, including all violations of an academic nature.

c. to confer with the Dean of Student Affairs whenever necessary.

d. to serve as a member of the Appeals Board.

e. to represent the Honor Council on the Student Government Association Executive Committee.

f. to prepare, in conjunction with the Secretary, the Honor Council's annual budget.

g. to confer regularly with the Dorm Council President.

h. to be familiar with this article of the Student Government Constitution, the Honor Council By-laws, and the Judicial Process as outlined in the *Student Handbook.*

3. *Vice President.* The Vice President, who shall be a junior or senior, shall have the following duties:

a. to assist the President in the execution of her duties and to preside at meetings of the Council in the absence of the President.

b. to serve, in the absence of the President, as a member of the Appeals Board.

c. to give written notice to any alleged violator of her required attendance at an Honor Council meeting at least 48 hours prior to that meeting. This notice must be delivered in person, and a statement must be signed by the alleged violator and the Vice President indicating that the notice has been received. The 48 hour notice may be waived via a statement signed by the alleged violator and the Vice President.

d. to serve as Chairwoman of any investigating committee, except when otherwise designated by the President of the Council.

e. to give, in written form, the names of the alleged violators to the President, Secretary, and Advisers at least 24

hours prior to the meeting at which these alleged violators will appear.

f. to be familiar with this article of the Student Government Association Constitution, the Honor Council By-Laws, and the Judicial Process as outlined in the *Student Handbook.*

4. *Secretary.* The Secretary, who shall be a sophomore, junior, or senior, shall have the following duties:

a. to keep in permanent form, minutes of all meetings of the Council.

b. to give to the Dean of Student Affairs, the Honor Council President, and the Dorm Council President a written copy of any decisions which must be placed in a student's permanent file.

c. to give members written notice of any called meetings at least 24 hours prior to the meeting.

d. to handle financial transactions for the Council when necessary, and to consult with the President about the Council's financial matters.

e. to be familiar with this article of the Student Government Association Constitution, the Honor Council By-Laws, and the Judicial Process as outlined in the *Student Handbook.*

5. *Class Representatives.* Class representatives shall be elected as follows from each of the sophomore, junior, and senior classes:
Senior - 1
Junior - 2
Sophomore - 2
These representatives shall have the following duties:

a. to attend all meetings of the Honor Council.

b. to serve as a member of any investigating committee if so requested by the Vice President, and to complete the assignments of the Vice President while serving on an investigating committee.

c. to chair an investigating committee if so requested by the President.

d. to remain on campus during exam week each semester in order to hear any cases that might develop. (See By-Laws for specifications).

e. to fulfill all tasks assigned in carrying out Honor Council business.

f. to be familiar with this article of the Student Government Association Constitution, the Honor Council By-Laws, and the Judicial Process as outlined in the *Student Handbook.*

6. *Qualifications of Adviser.* The Adviser must be a member of the Queens College Faculty and must maintain conduct and attitudes that are consistent with the purpose of the Honor Council.

7. *Council Appointed Adviser.* One Adviser shall be selected by the President of the Honor Council in consultation with the Dean of Student Affairs and the Honor Council members. The Adviser, who may be selected for more than one term, shall have the following duties:

a. to attend all meetings of the Honor Council.

b. to appoint a substitute Adviser should he or she be absent from a meeting.

c. to advise the President on matters of procedure.

d. to serve as a member of any investigating committee if so requested by the Vice President, and to complete the assignments of the Vice President while serving on an investigating committee.

e. to chair an investigating committee if so requested by the President.

f. to remain on campus during exam week each semester in order to hear any cases that might develop. (See By-Laws for specifications.)

g. to be familiar with this article of the Student Government Association Constitution, the Honor Council By-Laws, and the Judicial Process as outlined in the *Student Handbook.*

8. Faculty Appointed Advisers. The faculty shall choose two advisers to serve on the Honor Council. One of these advisers shall serve only as an alternate. These advisers shall have the following duties:

a. to attend all meetings of the Honor Council.

b. to serve as a liaison between the Honor Council and the Faculty.

c. to advise the President on matters of procedure.

d. to serve as a member of any investigating committee if so requested by the Vice President, and to complete any assignments of the Vice President while serving on an investigating committee.

e. to chair an investigating committee if so requested by the President.

f. to remain on campus during exam week each semester in order to hear any cases that might develop. (See By-Laws for specifications.)

g. to be familiar with this article of the Student Government Association, Constitution the Honor Council By-Laws, and the Judicial Process as outlined in the *Student Handbook.*

Section D.Termination of Membership.

1. *Resignation of Officers.* An officer who finds it necessary to resign her office must submit a written resignation to the Council two weeks prior to the

date she wishes to the resignation to become effective. The council may decide, by simple majority vote, to suspend the required two-week notice.

2. *Resignation of Class Representatives or the Adviser.* Any Class representative or Adviser who finds it necessary to resign her or his position must submit a written resignation to the President at least two weeks prior to the date she wishes the resignation to become effective. The Council may decide, by simple majority vote, to suspend the required two-week notice.

3. *Release of an Officer, Class Representative, or Adviser.* A member of the Honor Council may be considered for release from the Council if her or his conduct or attitudes are contrary to the purpose of the Honor Council and /or if he or she becomes negligent of his or her duties of the Council.

a. Improper conduct and attitude shall be defined as any actions which render a student ineligible to represent the college. (See *Student Handbook*, Eligibility to Represent College.)

b. Negligence of duties shall be defined as more than two unexcused absences from Council meetings and /or failure to complete tasks assigned in the carrying out of Council business.

c. If a member's service to the Council is questioned by a simple majority of the Council, she or he will be asked to appear before the Council to state her or his case at the next scheduled meeting.

d. Termination of a member's service to the Honor Council shall require a simple majority vote of the Council after that member's case has been heard.

e. The member being considered for release will receive written notification of the Council's decision within 48 hours of the Council's vote.

4. *Replacing an Officer.* On resignation of the President, Vice President , or Secretary, a new officer will be elected from the remaining members of the Council by a simple majority vote. Should no member of the Council wish to fill the vacant office, the Council will announce the vacancy to the Association, take applications for the position, and elect a new officer from among the applicants.

5. *Replacing a Class Representative.* On resignation of a class representative, a new class representative will be elected by the Council from among the Association.

6. *Replacing an Adviser.* On resignation of an Adviser, a new Adviser will be selected according to Article IX, Section C, Numbers 7 and 8.

Section E. Voting. All members of the Honor Council, including the Advisers, shall have one vote. The Chair of any investigating committee shall vote only in case of a tie.

Section F. Quorum. Voting quorum for the Honor Council shall be seven members including the President and both Advisers. If necessary, quorum may be adjusted by the President, given the approval of the Dean of Student Affairs.

Section G. Meetings. Regular meetings, shall be held weekly and when the President deems it necessary to have a called meeting.

1. Unless otherwise publicized by the Honor Council, all meetings of the Council are closed, and all business strictly confidential.

2. Special meetings shall be called to act on student cases not heard at the regular meeting, to discuss termination of membership, to discuss business not covered at the regular meetings, or to hear appeals of Dormitory Council decisions.

3. Special meetings shall be called by the President. The President shall notify the Secretary, who will notify members as stated in her duties.

4. Fifty percent of the membership may, by petition, call a special meeting.

Section H. Elections. Elections for the offices of President, Vice President, and Secretary of the Honor Council shall be held during Phase I of the Student Government Association elections. The class representatives shall be elected during Phase II of these elections.

Article X

Dormitory Council

Section A. Name. The name of this organization shall be the Queens College Dormitory Council.

Section B. Purpose. The Dormitory Council shall be the daughter council of the Honor Council. The purpose of the Dormitory Council shall be to investigate and act upon any violations of residence hall regulations. Exceptions to this shall by any violations which occur in the residence hall and are punishable by state law, or any violations of the Honor Pledge. The Dormitory Council reserves the right to refer any case to the Honor Council or to the Dean of Student Affairs, either before or after hearing the case.

Section C. Members, Their Qualifications and Duties. Membership on the Dormitory Council shall consist of two officers elected from among the Association and one representative from each dormitory which houses members of the Association. The President of Delta Sigma Alpha shall serve as a member of the Council in the event that a day student

should appear before the Council.

1. *Qualifications of Members.* Members of the Dormitory Council must have a cumulative grade point average of at least 2.5, be eligible to represent the college, and must maintain conduct and attitudes consistent with the purpose of the Dormitory Council. (See *Student Handbook*, Eligibility to Represent the College.)

2. *President.* The President, who shall be a junior or senior and may reside in any dormitory, shall have the following duties:

a. to call and preside over all meetings of the Dormitory Council.

b. to set in motion an investigating committee in cases where it is deemed necessary.

c. to confer with the Dean of Student Affairs whenever necessary.

d. to represent the Dormitory Council on the Student Government Association Executive Committee.

e. to prepare, in conjunction with the Vice President and the Honor Council President, the Dormitory Council's annual budget.

f. to serve as a non-voting member of the Honor Council when it meets to hear an appeal of a Dormitory Council decision. She reserves the right to appoint a substitute from among the Dormitory Council members to represent the Dormitory Council at such an Honor Council meeting.

g. to confer regularly with the Honor Council President.

h. to be familiar with this article of the Student Government Association Constitution and its By-Laws.

3. *Vice President.* The Vice President, who shall be a junior or senior and may reside in any dormitory, shall have the following duties:

a. to assist the President in the execution of her duties.

b. to assume the responsibilities of the President in case of her absence.

c. to give written notice to any alleged violator of her required attendance at a Dormitory Council meeting at least 48 hours prior to that meeting. This notice may be delivered in person or be mailed.

d. to serve as Chairwoman of any investigating committee when so requested by the President.

e. to give, in written form, the names of the alleged violators to the President at least 24 hours before the meeting at which these alleged violators will appear.

f. to administer automatic penalties to first-time violators of curfew regulations.

g. to be familiar with this article of the Student Government Association Constitution and its By-Laws.

4. *Secretary.* The Secretary shall not be considered an officer of the Dormitory Council and shall be elected from among the dormitory representatives by the Dormitory Council members. The Secretary shall have the following duties:

a. to keep, in permanent form, the minutes of all Dormitory Council meetings.

b. to give a complete copy of the minutes of each meeting to the Dormitory Council President, the Honor Council President and the Dean of Student Affairs no later than 24 hours after each meeting.

c. to give members written notice of any called meeting at least 24 hours prior to such a meeting.

d. to handle financial transactions for the Council when necessary, and to consult with the President about the Council's financial matters.

e. to be familiar with this article of the Student Government Association Constitution and its By-Laws.

5. *Dormitory Representatives.* Dormitory Representatives shall have the following duties:

a. to attend all meetings of the Dormitory Council.

b. to serve as a member of any investigating committee, if so requested by the Vice President, and to complete the assignments of the Vice President while serving on an investigating committee.

c. to chair an investigating committee if so requested by the President.

d. to fulfill all tasks assigned in carrying out the business of the Dormitory Council.

e. to be familiar with this article of the constitution, the By-Laws of the Dormitory Council, and the Judicial Process as outlined in the *Student Handbook.*

Section D.Termination of Membership. Termination procedures for members of the Dormitory Council shall be the same procedures used for the Honor Council. See Article IX, Section D, Numbers 1 through 5.

Section E. Voting. All members of the Dormitory Council shall have only one vote. The Vice President shall vote only in case of a tie.

Section F. Quorum. Voting quorum for the Dormitory Council shall be four members, including the President. If necessary, quorum may be adjusted by the President, given the approval of the Dean of Student Affairs.

Section G. Meetings. Regular meetings shall be held weekly and when the President deems it necessary to have a called meeting.

a. Unless otherwise publicized by the Council, all meetings of the Council are closed and all business discussed is strictly confidential.

b. Special meetings shall be called to act on cases not heard at the regular meeting, to discuss termination of membership, or to discuss business not covered at the regular meeting.

c. Special meetings shall be called by the President. The President shall notify the Secretary, who shall notify members as stated in her duties.

d. Fifty percent of the membership may, by petition, call a special meeting.

Section H. Elections. Elections for the offices of President and Vice President of the Dormitory Council shall be held during Phase I of the Student Government Association elections. The dormitory representatives shall be elected during Phase II of these elections.

Article XI

Judicial Branch—Appeals Board

Section A. Name. The name of this organization shall be the Queens College Appeals Board.

Section B. Purpose. The Appeals Board shall hear and act upon all cases where an alleged violator chooses to appeal the decision of the Honor Council or the Dean of Student Affairs.

Section C. Method of Appeal. To bring her case to the Appeals Board a student must submit a written appeal of the decision rendered by the Honor Council or the Dean of Student Affairs to the office of Student Affairs within 24 hours of receiving the decision.

1. The Appeals Board shall hear and act on a case within one week of the submission of the appeal.

2. The Appeals Board may uphold or overturn the decision being appealed, as well as decrease or increase the severity of the sanction rendered.

Section D. Membership. The Appeals Board shall include four student members, and two administrators, as well as a representative from the Honor Council. Membership shall include:

1. the Student Government Association President who shall serve as Chairwoman.

2. the Student Government Association Secretary, who shall serve as Secretary.

3. The Student Government Association Vice President.

4. the Student Government Association Treasurer.

5. the Vice President for Academic Affairs.

6. the Dean of Student Affairs.

7. the President of the Honor Council, and /or another member of the Council appointed by her.

Section E. Voting. All members of the Board shall have one vote, except the Honor Council representative (s) who shall not vote. A simple majority of the voting members shall be necessary for the determination of the verdict and the sanction. In the event of a tie vote, the final decision shall be made by the President of the College.

Section F. Quorum. Quorum shall be three student members, including the Chairwoman, two administrators, and a representative from the Honor Council.

Section G. Meetings. All meetings of the Appeals Board shall be called by the Chairwoman. All meetings of the Appeals Board shall be closed and all business discussed shall be strictly confidential.

Section H. Procedures.

1. A student submitting an appeal shall be entitled to select a counselor from the student body who has the rights and privileges explained in the Honor Council By-Laws.

2. In order to protect the rights of privacy of all persons involved in the appeals case, no member of the Appeals Board and no participant in the case shall discuss the proceedings in any way outside the hearing room. Exceptions to this rule of silence shall be the student who is appealing her case and her counselor who are entitled to discuss the case between themselves.

3. Written records of all proceedings of the Appeals Board shall be kept. Complete copies shall be filed with the Dean of Student Affairs.

Article XII

Judicial Branch—Final Appeal

Section A. Purpose. The President of the College shall hear and act upon all cases where an alleged violator chooses to appeal the decision of the Appeals Board.

Section B. Method of Appeal. To bring her case to final appeal a student must file a written appeal of her case to the Office of the President within 24 hours of receiving the decision of the Appeals Board.

Section C. Responsibilities of the President. When an appeal is filed with the President of the College, he or she shall have the following responsibilities:

1. The President of the College will notify

the student of his or her receipt of her appeal within 24 hours of the submission of the appeal.

2. Within 24 hours of his or her receipt of an appeal, the President shall inform the Appeals Board and the Honor Council that the appeal has been filed.

3. The President will render a decision on the appeal within one week after he or she has acknowledged receipt of the appeal.

4. Within 48 hours of his or her decision concerning the case, the President shall send a copy of that decision to the Appeals Board and the Honor Council.

5. The President's decision is final and may not be appealed.

6. Complete copies of the President's decision shall be filed in the Student Affairs Office, the Office of the College of Arts and Sciences, and the Office of the President.

Article XIII

Sanctions

Violations of college standards, as expressed in the Honor Code, shall be applied to social as well as academic settings. Anyone in violation of the Honor Code is on her honor to report herself in writing to an Honor Council or Dormitory Council member within 24 hours after the violation occurs. Failure of an alleged violator to present the written report of a residence hall violation shall result in that violation being automatically reclassified as a major violation. Failure of an alleged violator to present the written report of a major violation shall be taken into account when the Honor Council is determining the violator's sanction.

Section A. Residence Hall Violations.

1. Definition. Residence hall violations are defined as violations of policies set down for residence hall living (ex. limited hours, undue noise, fire drill procedures, etc.), as outlined in the *Student Handbook*. Policies determined or changed during the year will be posted on official bulletin boards in each residence hall and communicated to students in residence hall meetings.

2. Sanctions. The sanctions for residence hall violations may include the following:

a. Warning. A notice in writing that continuation of this activity will result in a more severe sanction.

b. First offense: Dormitory Council may assign weekday or weekend nights of desk duty.

c. Second offense (during academic year): Desk duty on a Friday and/or Saturday night(s).

d. Third offense: May be referred to Honor Council for continued disregard of residence hall violations or may be heard by the Dormitory Council and rendered such penalty as the Dormitory Council deems appropriate.

Note:

(1) Second and third offenses may be violations of the same or different residence hall regulations as the first offense.

(2) Desk duty assigned as a penalty does not take the place of duty on the regular rotation.

(3) Failure to sit desk duty assigned as a penalty will be a major offense.

(4) Students may be assigned desk duty in a residence hall other than the one in which they live.

(5) The Dormitory Council has original jurisdiction in cases where a student fails to abide by penalties set for residence hall violations or failing to appear when summoned by the Dormitory Council or its officials.

Section B. Major Violations.

1. Definition. Major violations are defined as those violations which:

a. involve the honor code per se: truthfulness at all times, respect for the propert y of others (including vandalism as well as stealing), and honesty in tests, examinations, papers, and all other academic assignments.

b. break college policies established by the Board of Trustees, i.e. the alcoholic beverage policy, the visitation policy and the drug policy.

c. are a deliberate avoidance of following established guidelines (ex. letting students into a locked building).

d. more than two violations of residence hall regulations during an academic year.

e. constitute any serious deviation from the standards of the College.

2. Sanctions. The sanctions for major violations may include the following:

a. Warning. A notice in writing that continuation of this activity will result in a more severe sanction.

b. Desk Duty. Additional nights of desk duty may be assigned to those persons brought before the Honor Council.

c. Social Probation:

(1) Exclusion from privileges (including having limited hours and loss of visitation privileges) as specified by the Honor Council. Students on social probation lose the privilege of transferring from

building to building; they must be in their residence hall by closing hour.

(2) Seniors placed on social probation will forfeit their key to the residence hall if one has been issued.

(3) Any residence hall or major violation during a period of social probation will receive a maximum penalty up to suspension for an indefinite period.

(4) The number of weeks of social probation will be at the discretion of the Honor Council with a minimum period of two weeks and a maximum of one year.

d. Restitution. Reimbursement for damage, defacement or misappropriation of property, whether that of the College, any member of the college community, or any guest on campus.

e. Recommendation of action to a faculty member. The Council may recommend a grade on a paper, test or course to the faculty member involved after determining that a student is guilty of an academic violation of the Honor Code.

f. Suspension for a definite period. The student will be informed at the time of suspension when she will be eligible to return to the College.

g. Suspension for an indefinite period. Termination of student status for an unspecified period of time. The student would be able to apply for formal readmission to the College no sooner than a year from the time of suspension.

Note:

(1) The restitution sanction may be imposed either alone or in conjunction with another sanction. The Honor Council reserves the right to combine other sanctions.

(2) Academic violations of the Honor Code (cheating and intentional plagiarism) will result ordinarily in suspension from a course or the College.

(3) Anyone on social probation for six weeks or longer, or suspended from a class or from the College is ineligible to represent the College until the sanction is completed.

Article XIV

College Union

Section A. Name. The name of this organization shall be the College Union of Queens College.

Section B. Purpose. The purpose of this organization shall be to enhance Queens' community life through co-curricular planning of cultural, social, religious, and recreational events. The College Union shall give students the opportunity to take part in the planning, organizing, and expediting of Union sponsored events.

Section C. Membership. All members of the Student Government Association who play an active role in the planning and carrying out of events sponsored by the Standing Committees of the College Union shall be considered members of the College Union.

Members of the Union have the following rights:

1. to petition the Board of Directors of the College Union for action on event planning, budget decisions, and Board policy.

2. to seek appointment to positions within the Standing Committees and on the College Union Board of Directors.

Section D. Officers.

1. *President.* The President, who shall be a junior or senior and shall have served on the Board of Directors for one year in some capacity, shall have the following duties:

a. to call, plan the agenda for, and preside over all meetings of the Board and the Union.

b. to represent the Board on the Student Government Association Executive Committee.

c. to preside over committee chairwoman selections.

d. to be familiar with this article of the Constitution and the By-Laws of the College Union.

2. *Vice President.* The Vice President shall have the following duties:

a. to assist the President in fulfilling her duties.

b. to fulfill the President's duties in case of her absence, resignation, or release.

c. to assist the Secretary in maintaining contact with the campus publications about Board sponsored events.

d. to chair, possibly, one of the Standing Committees of the College Union.

e. to be familiar with this article of the Constitution and the By-Laws of the College Union.

3. *Secretary.* The Secretary shall have the following duties:

a. to record the minutes of all meetings of the Board and the Union.

b. to distribute copies of the minutes to the Board officers and to the adviser.

c. to attend to all correspondence of the Board.

d. to maintain contact with the campus publications about Board sponsored events.

e. to notify members of any special meetings of the Board.

f. to be familiar with this article of the Constitution and the By-Laws of the College Union.

4.*Treasurer.* The Treasurer shall have the following duties:

a. to plan the Board's annual budget, obtaining input from the Standing Committee Chairwomen and from the adviser.

b. to keep a permanent record of all committee expenditures.

c. to report on the Board's finances at Board meetings.

d. to represent the Board on the Student Government Association Executive Committee.

e. to be familiar with this article of the Constitution and the By-Laws of the College Union.

Section E. Standing Committees. There shall be six standing committees of the College Union. Each standing committee shall be represented on the College Union Board of Directors by its chairwoman. The Committees shall be as follows:

1. *Film Committee*—to be responsible for planning and promoting the campus film series.

2. *Recreation Committee*—to be responsible for coordinating athletic activities on campus such as: intramurals, tournaments, and games.

3. *Special Events Committee*—to be responsible for sponsoring the Crime Prevention Week party, the Christmas Tree Trim in Burwell Parlors, the May Day presentations, and other holiday or special occasion events the committee chooses to sponsor. Also, the Committee shall serve as a resource committee for the class presidents in sponsoring Stunt Night, Parents' Weekend, Dads' Weekend, and Moms' Weekend.

4. *Social Activities Committee*—to be responsible for dance weekends, mixers, and other social events.

5. *Cultural Events Committee*—to be responsible for organizing and planning for speakers, concerts, and symposia.

6. *Religious Life Committee*—to be responsible for all chapel services, fellowships, the Moravian Love Feast, and other religious activities within the Queens College community.

Section F. Meetings. All meetings of the College Union shall be called by the President and the Union members will be notified by the College Union Secretary.

Section G. Voting. All members of the College Union shall have one vote. The President shall vote only in the case of a tie.

Article XV

College Union Board of Directors

Section A. Name. The name of this organization shall be the College Union Board of Directors.

Section B. Purpose. The purpose of this organization shall be to direct and to represent the College Union. The Board of Directors shall oversee annual budget expenditures and requests, shall coordinate the planning and sponsorship of co-curricular activities and shall represent the College Union to the whole of the Student Government Association and to the Queens community.

Section C. Members Their Qualifications and Duties. Membership on the College Union Board of Directors shall consist of 10 members of the Association and one staff adviser.

1. *Qualifications of Student Members.* Students serving on the College Union Board of Directors must have been a member of the Union for at least one semester and must be eligible to represent the college. (See *Student Handbook*, Eligibility to Represent the College).

2. *Executive Officers.* The President, Vice President, Secretary, and Treasurer of the College Union shall be the Executive Officers of the Board of Directors. Their duties are outlined in Article XIV of this Constitution.

3. *Standing Committee Chairwomen.* The chairwomen of each Standing Committee shall, as a member of the Board of Directors, have the following duties:

a. to attend all meetings of the Board.

b. to bring to the Board all pertinent information with regard to her committee's activities, finances, and interests.

c. to serve on any ad hoc committees that are deemed necessary by the President.

d. to fulfill tasks assigned in carrying out Board business.

4. *Adviser.* The Adviser of the Board of Directors shall be the Activities Coordinator and shall have the following duties:

a. to attend all meetings of the Board.

b. to bring to the Board such information and advice as her/his position affords her/him.

c. to assist Board members in fulfilling tasks assigned for the carrying out of Board business.

d. to assist the President with the supervision of annual appointments.

Section D. Termination of Membership.

1. *Resignation of Officers.* An officer who finds it necessary to resign her office must submit a written resignation to the Board of Directors two weeks prior to the date she wishes the resignation to become effective. The Board may decide, by simple majority vote, to suspend the required two-week notice.

2. *Resignation of Standing Committee Chairwomen.* Any Standing Committee Chairwoman who finds it necessary to resign her position must submit in written resignation to the President at least two weeks prior to the date she wishes the resignation to become effective. The Board may decide, by a simple majority vote, to suspend the required two-week notice.

3. *Release of an Officer or Standing Committee Chairwoman.* A member of the Board of Directors may be considered for release from her position if her conduct is contrary to the purpose of the College Union or if she becomes negligent of the duties of her position in the College Union and on the Board of Directors.

a. Improper conduct shall be defined as violations of the College Union's purpose, Constitution, By-Laws, and/or actions which render the student ineligible to represent the college. (See *Student Handbook*, Eligibility to Represent College.)

b. Negligence of duties shall be defined as excessive lack of input into her position as defined by these By-Laws, continuous absences (three absences without excuse or alternate representation—i.e. another member of the Standing Committee), or failure to carry out tasks assigned in business of the Board of Directors.

c. If a member's service is questioned by the Board of Directors, a Standing Committee member, or the adviser, she will be asked to appear before the Board of Directors to state her case at the next scheduled meeting.

d. To terminate a member's service to the College Union, it will take a simple majority vote of the Board after that member's case has been heard.

e. The member considered for release will receive written notification of the Board's decision within 48 hours of the Board's vote.

4. *Replacing an Officer.* On vacancy of the office of President, Vice President, Secretary, or Treasurer, a new officer will be elected from among the members of the College Union.

5. *Replacing a Standing Committee Chairwoman.* On vacancy of a position as Standing Committee Chairwoman, a new Chairwoman shall be selected from among the College Union membership by the Officers of the Board and the adviser.

Section E. Voting. All members of the Board of Directors, excluding the Adviser, shall have one vote. The President shall vote only in case of a tie.

Section F. Quorum. Voting quorum for the Board of Directors shall be seven members, including the President and the Adviser.

Section G. Meetings. Regular meetings shall be held as deemed necessary by the President, provided meetings are held no less than twice monthly. Special meetings shall be called by the President or by petition of 50% of the members of the Board.

Section H. Annual Appointments. All positions on the College Union Board of Directors shall be filled by in-house selection. The new Board of Directors shall be installed the first week in April or as near that week as the college calendar permits.

1. *Election of Officers.* Election of Officers shall take place no longer than one month after the beginning of Term II. The procedure shall be as follows:

a. Seniors who are members of the Board of Directors and other senior members of the Union whom the Board votes to include, shall form a nominating Committee.

b. This Nominating Committee shall meet and produce a slate of nominees, with two persons nominated for each executive position.

c. This slate of nominees shall be submitted to the full Board at its next meeting. At this time, any Board member who would like to make additional nominations for an executive position may do so.

d. After the slate of nominees is complete, the Board of Directors shall, at its next meeting, vote to select new officers.

2. *Selection of Standing Committee Chairwomen.* Selection of Standing Committee Chairwomen shall take place within two weeks after the new Officers are elected. The procedure shall be as follows:

a. The week in which new Officers are elected, each Standing Committee shall submit, as a result of committee vote, two nominees for the Chairwomanship of their committee to the new Board President. Also, any student who would like to self-nominate may do so by notifying the Board President of her interest.

b. The new Officers, the outgoing Chairwoman, and the Board Adviser shall constitute the Selection Committee. Exception to this shall be when an outgoing Chairwoman is reapplying or when she

is a new Officer. In such cases, the Selection Committee will appoint another representative from the appropriate committee.

c. After all applicants have been interviewed, the Selection Committee will make its selection for the new chairwoman of each Standing Committee and will submit this list to the Board of Directors for final approval.

d. New Chairwomen shall work with the outgoing Chairwomen until the new Board of Directors is installed.

Article XVI

Publications Board

A. Name. The name of this organization shall be the Queens College Publications Board.

Section B. Purpose. The purpose of the Publications Board shall be to promote professionalism and interest in student publications. The Publications Board shall serve as a financial liaison between the Budget Committee and the student publications and the Senate and the student publications by assisting the editors in the preparation and presentation of their annual budgets. The Publications Board shall aim to insure continuity of leadership in the publications branch through careful appointment of editors and the Publications Board President.

Section C. Members and Their Duties. The Publications Board shall have four student members, three faculty members, and one member from the administration.

1. *Members shall be:*

a. the President of the Publications Board.

b. the editor of each student publication.

c. the faculty adviser of each student publication.

d. the Vice President for Academic Affairs and Sciences.

2. *President.* The President shall be a junior or senior, may not hold a major editorial position on any of the student publications, and shall be appointed by the Board each year. She shall have the following duties:

a. to call, plan the agenda for, and preside over all meetings of the Board.

b. to assist the editors in maintaining adequate communication with the whole of the community.

c. to supervise the Board's procedures for internal auditing of the publications on a regular basis.

d. to supervise the Board's appointment of editors. (See By-Laws.)

e. to supervise the Boards appointment of the President (see By-laws.)

f. to represent the Publications Board on the Student Government Association Executive Committee.

g. to receive any complaints from members of the community about any student publication and to act on such complaints according to Board policy.

3. *Editors:* The Editor-in-Chief of each student publication shall be a member of the Publications Board and shall have the following duties:

a. to attend all meetings of the Board.

b. to bring to the Board any pertinent information regarding their respective staffs and publications.

c. to comply and assist with the Board's procedures for internally auditing publications.

d. to assist with the Board's annual appointment of editors, and of the Publications's Board President.

4. *Advisers and the Vice President for Academic Affairs.* The Advisers and the Vice President shall be members of the Publications Board and shall have the following duties:

a. to attend all meetings of the Board.

b. to bring to the Board any insights and information about the business of student publications which their respective positions afford them.

c. to assist the Board with the regular internal auditing of publications.

d. to assist the Board with the annual appointments of editors and the Board President.

Section D. Voting. All members of the Publications Board shall have one vote. The President shall vote only in case of a tie.

Section E. Quorum. Quorum shall consist of the President and at least one representative, either faculty or student, from each publication.

Section F. Meetings. The Publications Board shall meet at least twice each semester and at the discretion of the Board President. Unless publicized by the Board, all meetings of the Board are closed.

Section G. Annual Appointments. The Board shall appoint its President and editors each year. An incumbent President or editor wishing re-appointment to her post must apply for such re-appointment at the close of her current term. The Publications Board By-Laws shall make the necessary specifications with regard to annual appointments.

Bylaws

Article I

Elections

Section A. Supervision of Elections

1. The Student Government Association Elections Committee shall supervise all elections pertaining to the functions of the Student Government Association, including all special elections (see Section G) and run-off elections (see Section E).

2. The Elections Committee shall be chaired by the Vice President of the Association.

3. At the beginning of the spring semester, the Elections Committee Chairwoman, shall appoint a co-chairwoman whose appointment shall become final on the approval of the Senate.

4. The Co-Chairwoman's primary responsibility shall be to serve as Chairwoman of the Nominating Committee for Phases I and II of the Student Government Association elections (see Section C). She shall not serve as Co-Chairwoman for Phase III of elections. She may not run for office while serving as Elections Committee Co-Chairwoman.

5. Elections Committee members shall be volunteers from the Association. Members, except for Chairwoman, may not run for office while serving on the Elections Committee.

6. The Elections Committee shall have the following duties:

a. to approve students for membership on the Nominating Committee.

b. to print the final ballots for all elections.

c. to be responsible for the distribution, security, and confidentiality of absentee ballots.

d. to monitor all ballot boxes during the voting hours.

e. to count all ballots.

f. to notify all candidates of election results before the results are posted.

g. to post all election result no later than 24 hours after the polls close.

h. to receive any Investigation Requests from Student Government Association members.

Section B. Nominating Committee.

1. For Phases I and II elections, the Co-Chairwoman of the Elections Committee shall serve as Chairwoman of the nominating Committee. For Phase III elections, the Chairwoman of the Elections Committee shall serve as Chairwoman of the Nominating Committee.

2. Any member of the Association may serve on the Nominating Committee, given the approval of the Elections Committee. Other members for Phases I and II elections shall be:

a. graduating seniors who hold office in any of the four branches of the Student Government Association.

b. the advisers to the four branches of the Student Government Association, and

c. the Chairwoman of the Elections Committee.

For Phase III elections, the Chairwoman shall invite Orientation Leaders to sit on the Committee.

3. The Nominating Committee shall meet no less than two weeks prior to the election date for each of the phases of elections, at which time they shall make nominations for the forthcoming election.

4. To be nominated to hold an elected office, a student must have at least a 2.5 cumulative grade point average and be eligible to represent the college. (See *Student Handbook*, Eligibility to Represent the College.)

5. The Nominating Committee shall make nominations until two candidates for each office have accepted their nomination.

6. The Chairwoman of the Nominating Committee shall designate a time period within which students who have been nominated may accept or reject their nomination. A student who rejects her nomination may request of the Nominating Committee that her nomination be kept confidential.

7. Members of the Nominating Committee shall not discuss the nominations until the slate has been posted. Members of the Nominating Committee shall not discuss at any time the nomination of students who requested that their nomination be kept confidential.

8. As soon as the nominations are completed, students nominated shall be informed of their nomination by a member of the Nominating Committee within the time period designated by the Nominating Committee Chairwoman.

9. Once all nominees have either accepted or rejected their nomination, the Chairwoman shall post the slate of nominees in the Student Center. The posted slate will not include names of nominees who requested confidentiality or who rejected their nomination.

10. A student who wishes to run for office and whose name does not appear on the slate posted by the Nominating Committee may register to be on the ballot by submitting her name to the Chairwoman of the Nominating Committee. The

ballot registration period will be open for 48 hours and will begin at the discretion of the Nominating Committee Chairwoman, provided it is no less than one week prior to the election date.

11. No less than 48 hours before the polls open, the Nominating Committee Chairwoman shall post the final ballot for the forthcoming election. This ballot will include candidates who self-nominated as well as candidates nominated by the Nominating Committee.

Section C. Three Phases of Elections.

1. Phase I of elections shall entail the election of all officers whose constituency is all members of the Student Government Association. This includes the officers of the Student Government Association, the officers of the Honor Council, the officers of the Dorm Council, and members of the Budget Committee.

2. Phase II of elections shall entail the election of representatives whose constituency is made up of members of their academic class of rising sophomores, juniors, or seniors. This includes Senators who are Class Presidents and class representatives to the Honor Council.

3. Phase III of elections shall entail the election of Senators who represent the freshman class, Senators who are residence representatives (including all commuter representatives), and representatives to the Dorm Council.

Section D. Timing of Elections.

1. Phase I of elections shall take place in the spring semester at least four weeks prior to the spring break.

2. Phase II of elections shall take place in the spring semester following Phase I and at least two weeks prior to the spring break.

3. Phase III of elections shall take place in the fall semester no later than four weeks after the beginning of the term.

Section E. Voting and Run-Off Elections.

1. All students of the College of Arts and Sciences are free to vote in any Student Government Association election pertaining to their class. Part-time students' (those enrolled with less than 12 credit hours) votes shall count as one-half vote.

2. All voting shall be by secret ballot or absentee ballot unless otherwise requested by the Elections Committee and approved by the Senate.

3. At least one week prior to election day, the Elections Committee shall designate the location of the ballot boxes for the coming election. Any run-off election shall be held in the same location as the election that caused the run-off.

4. On election day, the polls shall be open from 9 a.m. to 4 p.m.

5. Students not on campus during voting hours may vote by absentee ballot. Requests for absentee ballots must be submitted to the Chairwoman of the Elections Committee at least 72 hours before the polls open. The Elections Committee Chairwoman shall distribute ballots at least 48 hours before the polls open. Ballots must be returned to the Elections Committee Chairwoman by 5 pm the day before election day. It will be the responsibility of the Elections Committee to assure the security and confidentiality of the ballots.

6. At least one candidate for each office must appear on the ballot before an election may be held.

7. If there is only one candidate seeking election to an office, voters will be given the opportunity to vote "yes" or "no" for that candidate. If the majority of votes cast are "no" votes, that candidate may not assume the office she sought. The Nominations Committee shall then seek at least one willing candidate for the office and a special election will be held.

8. When two candidates seek election to one office, the candidate who receives the majority of the votes cast shall be declared winner.

9. When three or more candidates seek election to one office, one candidate must secure at least a 10% plurality to be declared winner.

10. If three or more candidates seek election to the same office and no one candidate receives a 10% plurality, the candidate who received the fewest votes shall be dropped from the ballot and a run-off election shall be held. The Elections Committee, given the approval of the Dean of Student Affairs, may drop more than one candidate from a ballot if more than one candidate received an insignificant percentage of the votes cast.

11. In the event that two run-off elections have been held, and no one candidate has secured the required percentage of votes, a third run-off shall be held. In the third run-off, the candidate who receives the most votes shall be declared winner.

Section F. Counting and Preservation of Ballots.

1. The counting of ballots shall begin no later than three hours after the polls have closed and shall be completed no later than 8 a.m. the following day.

2. All ballots shall be counted in the Student Government Association room unless otherwise designated by the Chairwoman of the Elections Committee.

3. Members of the Election Committee, the Activities Coordinator, and the Dean of Student Affairs are the only individuals allowed in the room where ballots are being counted.

4. Election results shall be posted no later than 24 hours after the polls close.

5. All ballots for Phase I, II, and III elections shall be preserved in the Student Affairs Office for six weeks after the election. The Chairwoman of the Elections Committee, the President of the Honor Council, and the Dean of Student Affairs shall have the authority to require that the ballots be kept for longer than six weeks.

Section G. Special Elections.

1. Any election for a position on the Senate, the Honor Council, the Dorm Council, or the Budget Committee that must be held out of sequence shall be a special election. Also, any honors or awards that involve a student vote shall be considered special elections. The results of elections involving honors or awards shall be confidential and the ballots for these elections shall be kept in the Student Affairs Office until the end of the academic year in which the election was held.

2. The time and location of any special election shall be determined by the Elections Committee. Procedures for elections to the Student Government Association positions should be carried out as specified in Article I of the Student Government Association By-Laws.

Section H. Grievance Procedures.

1. Should members of the Association wish to contest an election, they must file an Investigation Request with the Elections Committee within 48 hours of the election.

2. To file an Investigation Request, 25% of the number of students who voted in the contested election must sign a petition which states the grounds for their Request.

3. Once an Investigation Request has been filed with the Elections Committee, the Chairwoman of that Committee shall within 24 hours, turn the Request over to the Honor Council for investigation.

4. Once the Honor Council has received an Investigation Request from the Elections Committee, it shall begin an investigation as soon as possible. The investigation shall follow the procedures outlined in the Honor Council By-Laws.

5. If the Honor Council concludes that the election should be discounted, the Elections Committee must hold a special election. The new election will be held only for those offices where the Honor Council concludes there was dishonest behavior or inaccurate tabulation.

6. The Elections Committee Chairwoman in consultation with the President of the Honor Council and the Dean of Student Affairs shall determine whether elections subsequent to the contested election need be delayed in light of the Honor Council's investigation.

7. Any candidate whose election is being contested may not take office until the elections Committee Chairwoman informs that candidate and the Dean of Student Affairs that her election was legitimate.

Article II

Right to Petition

All students have the right to bring petitions before the Senate. A petition must be signed by 25 percent of the members of the Student Government Association and must be presented to the President of the Student Government Association.

Article III

Right to Initiate Legislation

All students have the right to petition the Senate to initiate legislation. A petition must be signed by 25 percent of the members of the Student Government Association and must be presented to the President of the Student Government Association. The Senate will vote upon the proposal. A majority vote of the Senate is required for the proposal to be presented to the student body. A two-thirds majority of the students voting is required for adoption of the proposal.

Article IV

Right to Challenge Decisions of the Senate, the Honor Council, and The Dormitory Council

All students have the right to challenge the decisions of the Senate. Six percent of the student body may petition for a referendum on any measure passed by the Senate. A decision of the Senate may be overridden by a two-thirds vote of the Student Government Association.

To challenge decisions of the Honor Council, a student must follow the guidelines for appeals (see SGA Constitution, Article XI, Section C.)

To challenge decisions of the Dormitory Council, a student must appeal to the Honor Council (see SGA Constitution, Article IX).

Article V

Amendments to the Student Government Association Constitution and By-Laws

Any member of the Student Government Association may propose an amendment to the Student Government

Association Constitution. The amendment shall be presented in writing at a Senate meeting.

It will be voted on at a later meeting. A majority vote of the Senate shall be required for an amendment to be presented to the Student Government Association. A two-thirds majority of the students voting is required for the adoption of an amendment. All approved amendments shall then be submitted to the Dean of Student Affairs to be placed on file.

Parking And Traffic Regulations

Vehicle Registration

Each student, faculty member or staff member, including persons employed by another firm whose work area is on the campus, must register with the Public Safety Office each vehicle he or she wishes to park on campus during the academic year.

Resident and commuter students desiring to park on campus are required to register their vehicle with the Public Safety Office and pay a registration fee. Resident students may register one (1) vehicle only. No student may register or acquire a parking permit for a vehicle not owned by himself, spouse, a parent or guardian. Registration of vehicles shall be accomplished at the beginning of the fall term of each year, within forty-eight (48) hours of the first class; or in the event that the student first registers in the college, at some time other than the beginning of the fall term, within forty-eight (48) hours of such registration.

For the purpose of vehicle registration, "commuter student" shall be defined as any student enrolled in a program with the College who does not reside on campus. This includes, but is not limited to, students enrolled in the traditional four-year college, New College, New Dimensions, Graduate Programs and special students.

Decals Are Valid From Sept. 1 Through Aug. 31 Each Year.

Requirements For Registration Of Vehicles:

a. a valid driver's license
b. Proof of ownership (motor vehicle registration card)
c. Current student status
d. Full or part-time college employment

Display of Permits: The permit must be permanently affixed and displayed on the left side (driver's side) of the rear bumper. Failure to affix the permit shall be considered failure to register the vehicle. Improperly displayed permits may result in a fine.

FEES FOR VEHICLE REGISTRATION:

Resident and Commuter Students	$5.00
Faculty/Staff	N/C

All fees are subject to change

Temporary or Guest Permits: When permanent registration is not applicable (parents, guests, visitors, etc.) a temporary permit will be issued without charge at the Public Safety Office or the campus switchboard office in Burwell Hall.

Temporary permits must be displayed in the lower left corner of the windshield or displayed on the dashboard in the same vicinity.

Holders of valid parking permits whose vehicles are temporarily disabled may obtain temporary permits for a replacement car at the Public Safety Office or the campus switchboard office. There is no charge for this temporary permit.

Parking Zones

The college has designated areas for each vehicle registration as proscribed in these regulations:

A Zones - Restricted twenty-four (24) hours, Monday through Friday. All decal parking weekends.

B Zones - Restricted twenty-four (24) hours, Monday through Friday. All decal parking weekends.

C Zones - Restricted 8:00 am to 5:00 pm, Monday through Friday. All decal parking 5:00 pm to 8:00 am, Monday through Friday and all

day Saturday and Sunday.

D Zones - Restricted 8:00 am to 5:00 pm, Monday through Friday. All decal parking 5:00 pm to 8:00 am, Monday through Friday and all day Saturday and Sunday.

R Zones - Restricted (reserved) twenty-four (24) hours, seven (7) days a week.

Library Circle - All decal parking, except areas marked Reserved and Handicap parking only.

Myers Park Traditional School Lot—off Wellesley Avenue, available for student-staff parking, with or without a permit, after 5:00 pm Monday through Friday.

Restricted Parking Areas

Burwell Circle - Loading Zone: fifteen (15) minute parking 8:00 am to 5:00 pm Monday through Friday. All decal parking after these hours and on Saturday and Sunday.

Albright Parking Lot - Reserved Spaces marked for Mecklenburg Presbytery Staff and Visitors. Restricted 8:00 am to 5:00 pm, Monday through Friday. All decal parking after these hours and all day Saturday and Sunday.

Health Center Parking Area - Reserved Spaces: Restricted twenty-four (24) hours, seven (7) days a week. R Decals Only

Library Circle - Reserved Spaces: Restricted twenty-four (24) hours, seven (7) days a week. R Decals Only

Faculty Parking Lot - Reserved Spaces: Restricted twenty-four (24) hours, seven (7) days a week. C Decals Only. (adjacent to Dana Classroom Building)

Parking Permits And Parking Areas

A Permit - Valid in A zones anytime. Valid in B, C, D zones during unrestricted hours (all decal parking).

B Permit - Valid in B zones anytime. Valid in A, C, D zones during unrestricted hours (all decal parking).

C Permit - Valid in C zones anytime. Valid in A, B, D zones during unrestricted hours (all decal parking).

D Permit - Valid in D zones anytime. Valid in A, B, C zones during unrestricted hours (all decal parking).

E Permit - Valid in A & B zones all day Saturday and Sunday. Valid in C & D zones 5:00 pm to 8:00 am Monday through Friday and all day Saturday and Sunday.

R Permit - Valid in R zone anytime. Valid in A, B, C, D zones during unrestricted hours (all decal parking).

QUILL Permit - Institute for Lifelong Learning Permits - Valid in A & B zones all day Saturday and Sunday. Valid in C & D zones 5:00 pm to 8:00 am Monday through Friday and all day Saturday and Sunday.

A Zone - Albright Parking Lot, Harris Parking Lot, Tennis Courts and Gym Drive Parking Area

B Zone - Wellesley Parking Lot

C Zone - Faculty Parking Lot

D Zone - Burwell Circle, Rear of Everett Library

PROHIBITED PARKING AND TRAFFIC PRACTICES

1. Students, faculty or staff parking an unregistered vehicle on campus at any time.
2. Parking in a space reserved for another vehicle.
3. Parking in a zone designated for vehicles bearing permits other than one displayed during hours when zone parking restrictions are in effect.
4. Parking over lines delineating the parking space.

5. Parking parallel more than 18 inches from the curb.
6. Parking in a travel lane or otherwise blocking traffic flow.
7. Parking against the direction of traffic flow.
8. Double Parking.
9. Blocking sidewalks, curb ramps, or service drives.
10. Parking or driving on sidewalks or lawns.
11. Parking in a handicapped space, if vehicle does not display a North Carolina License Plate for Handicapped or city/county decal for handicapped or campus issued permit for handicapped parking.

NO PARKING IS PERMITTED AT ANY TIME IN THE FOLLOWING AREAS:

1. Designated fire lanes, including:
a. immediately in front of Everett Library
b. in the driveway passing next to the gym and in front of the sorority lodges
c. in the driveway leading from the Health Center to Harris Parking lot
d. in the driveway between the Watkins Building and Everett Library
e. in the service drive which circles in front of Long Dorm, behind Burwell Hall and in front of Watkins Building
f. in the service drive between Albright and Long Dorms
g. in the service drive beside Barnhardt Dorm
2. Loading zones around the Heating Plant and Maintenance buildings
3. Loading zone behind the Morrison Dining Hall
4. In the driveway or along the fence adjacent to Myers Park Traditional School
5. Adjacent to or over any yellow marked curb or pavement.
6. In any other area designated a NO PARKING area by signs or pavement markings.

RESTRICTIONS

1. Traffic on the Burwell Circle and Library Circle is ONE WAY only.
2. Speed limit on campus is 15 miles per hour.
3. North Carolina motor vehicle laws concerning speeding, reckless driving and driving while impaired apply to private property and will be enforced by Campus Police Officers.
4. Registered vehicles shall be parked in authorized areas only.
5. The college reserves the right to remove any vehicle that is parked in such a way as to constitute a serious hazard or that impedes vehicular or pedestrian traffic, the operation of emergency equipment, or that interferes with services. Owners will be required to pay all costs involved in removing, impounding, and storage of such vehicles. Queens College is not responsible for damages to, loss or theft from vehicles being removed.

LOADING & UNLOADING

To assist faculty, staff and students, the following procedures must be followed so that you may park as close as possible to your residence hall, academic building, etc. Take a 3" x 5" white card and print on one side: "Loading or Unloading". PRINT your name, residence hall, academic building, whichever the case may be, and room number or office number on the card. Store this card in the pocket or glove compartment of your vehicle so that you will have it when you need it. When loading or unloading, **PLACE UNDER WINDSHIELD WIPER** on the driver's side only and **TURN ON VEHICLE FLASHERS.**

Following this program your vehicle will be permitted to park in a service area, service drive, or area designated for a different permit. Your car will be marked and permitted a **TWENTY (20) MINUTE** time period to load and unload. Then it **MUST BE MOVED** or it will receive a citation.

PENALTIES

Payment of citations is the responsibility of the registrant and in the event registration has not been completed, it is the responsibility of the owner and or operator of the vehicle. Evidence that a motor vehicle was parked or unattended in violation of these parking regulations is prima facie evidence that the vehicle was parked by:
1. The person in whose name the vehicle is registered with the college.
2. If the vehicle is not registered with the college, the person in whose name the vehicle is registered with the North Carolina Department of Motor Vehicles or the corresponding agency of another state or nation.

VIOLATIONS & FINES

Parking violations (except as listed below)	$3
Improper Permit Display	3
Parking or Driving on Lawn or Sidewalk	5
No Registration	5
Parking in or Blocking Fire Lane	5
Parking in Handicapped Space	5
All Moving Violations	5

Fines are payable by mail to Box 430, Queens College, Charlotte, NC 28274, or in person at the Public Safety Office,

Stultz Building, Monday through Friday.

Continued flagrant violation of these parking and traffic regulations will be cause for the college to revoke an individual's parking privileges. Any individual that receives more than ten (10) citations in an academic year is subject to having their parking privileges revoked for the remainder of that year and their vehicle towed from campus at the owner's expense, even though citations are paid.

APPEAL PROCEDURE

The Traffic Appeals Board will consider a request to void citations which are deemed to be unwarranted by the student, staff or faculty member. Anyone having reason to appeal a citation must do so by filing an appeal with the Public Safety Office within five (5) school days of the date of the citation. After five days, it shall be determined that the violator accepts the citation as valid. Appeal forms are available in the Public Safety Office.

FAILURE TO PAY PENALTIES

Penalties for violations must be paid in full or appealed within five (5) days. Any person failing to pay a fine imposed within the time allowed will be liable to the following:

1. Revocation of parking privileges.
2. Fines assessed are an obligation to the college and will result in withheld grades and transcripts. Fines for faculty/staff may be referred to the appropriate administrative office.
3. Unpaid fines will be billed to a student's account or deducted from the employee's paycheck.

TOW AWAY/IMMOBILIZER POLICY

In order to protect the public health, to afford maximum fire protection, and to alleviate dangerous traffic congestion, this section provides for the removal of illegally parked cars on the Queens College campus.

The Public Safety Office, or other agents designated by the Business Manager, shall have the authority to move to a place of storage or immobilize, by attaching a device to prevent its removal, any vehicle parked or left standing other than as provided for in these regulations.

Vehicles may be towed when:

1. Blocking the proper ingress or egress of any other vehicle to or from lawful parking spaces.
2. Parked in an intersection or street, on a sidewalk or other walkway, or on a crosswalk.
3. Parked on the grass or lawn.
4. Parked in any area or space not designated for parking.
5. Parked in a space reserved for some other vehicle or permit.
6. Displaying a parking permit not issued to such vehicle.
7. Not displaying a valid parking permit for the space in which it is parked.
8. Blocking the proper ingress or egress of any vehicle from a service area or service drive.
9. Blocking any fire lane. Vehicles left parked in posted fire lanes may be towed on sight, if the owner cannot be located within ten minutes.

Any immobilized vehicle not claimed within twenty-four (24) hours will be towed to a place of storage. The owner or operator of a vehicle which is immobilized will be required to pay a fine of $20.00 before the vehicle will be released.

The owner or operator of a towed vehicle shall be liable for payment of all applicable impounding, towing, and storage fees before the vehicle can be claimed.

Any vehicle receiving more than five (5) citations for parking on campus without a valid permit will be towed by the Public Safety Office.

MISCELLANEOUS

1. **ESCORTS:** In the evening hours, persons may call or come by the Public Safety Office and request an escort to or from the parking lots, to a residence hall or academic building. This service is available from sunset to sunrise. Please keep in mind that it might take a few minutes to give you this assistance because of other duties or emergencies that may arise.

2. **EMERGENCY TELEPHONES:** Telephones are located in each of the parking areas on campus. These should be used by persons requesting assistance or in need of help from the Public Safety Department.

3. Vehicles are considered parked when left unattended for any period of time.

4. A parking permit does not guarantee the holder a reserved space, but only an opportunity to park within a specified area. Within each eligibility category permits are issued on a first come, first serve basis, and the Public Safety Office reserves the right to limit issuance so as to prevent overcrowding in any parking area. It is important that those desiring parking privileges obtain their permits without delay.

5. The responsibility of finding a legal parking space rests with the vehicle operator. The person registered as the purchaser of the decal shall be responsible for the violations incurred by the vehicle.

6. Lack of space is not a valid excuse for illegal parking.

7. The fact that a person may park or observe others parked in violation of the regulations without receiving a citation does not mean that the regulations can be ignored.

8. Queens College assumes no responsibility for the care and/or protection of any vehicle or its contents at any time it is operated and/or parked on campus. For your protection, remove your keys and lock your vehicle when it is left unattended. Valuables should be secured in the trunk of your vehicle. Thefts should be reported to the Public Safety Office.

Recommendations for improving these regulations as well as for improvement of the Traffic Program at Queens College may be made and will be seriously considered by the college.

TRAFFIC TIPS

For your convenience, the Public Safety Office is open 24 hours a day, year round. Campus Extension 306 or 332-2948.

A Brief Summary of a few of the Most Misunderstood Rules and Regulations:

●Traffic regulations are subject to be enforced 24 hours a day, 365 days a year.

●**STUDENTS ARE RESPONSIBLE FOR THEIR VISITORS,** and will be held financially responsible for citations issued to vehicles traced to direct family members or guests. Report visitor vehicles to the Public Safety Office.

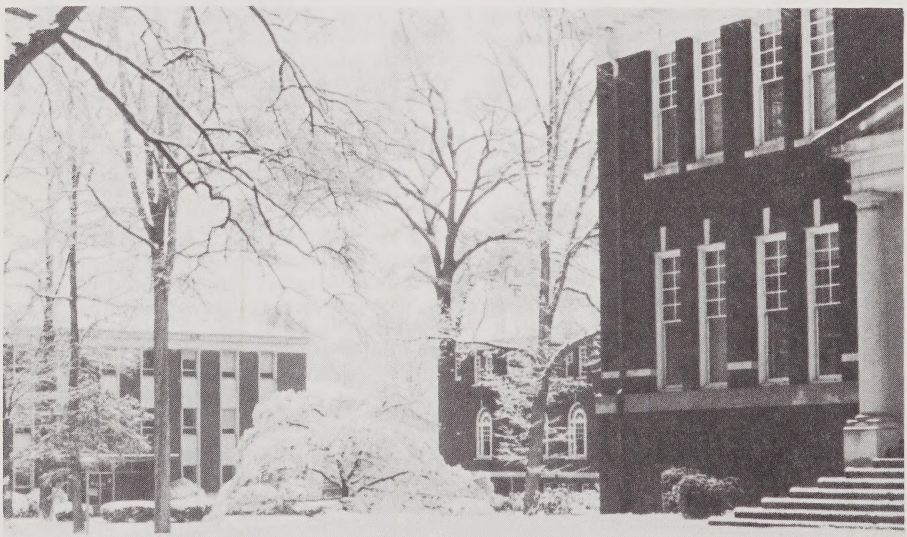
●**DISABLED VEHICLES MUST BE REPORTED TO THE PUBLIC SAFETY OFFICE EITHER IN PERSON OR BY PHONE** (Notes are not acceptable.)

●A vehicle is **NOT REGISTERED** until the sticker or permit is displayed on the vehicle.

●**LACK OF CONVENIENT SPACE IS NOT A VALID EXCUSE FOR VIOLATION.**

●**VEHICLES LOADING OR UNLOADING MUST LEAVE EMERGENCY FLASHERS ON.**

●Any vehicle parked in any travelled portion of a street or parking lot, fire lane, reserved space, or any grassed area or lawn, may be **TOWED AWAY** at the owner's expense.



Queens College Calendar 1984-85

TERM I	1984
Wednesday, Aug. 22	Freshmen Arrive
Wednesday, Aug. 22-Sunday, Aug. 26	Orientation
Monday, Aug. 27	Registration
Tuesday, Aug. 28	Classes Begin
Tuesday, Sept. 11	Senior Recognition Day, Convocation- Belk Chapel
Friday, Oct. 12 (Friday only)	Fall Break
Wednesday, Oct. 17	Midterm
Wednesday, Oct. 24	Last Day to Withdraw with "W"
Friday, Oct. 26-Sunday, Oct. 28	Parents Weekend
Thursday, Nov. 8-Saturday, Nov. 10	Drama Production
Friday, Nov. 16	Classes End for Thanksgiving, 5 p.m.
Sunday, Nov. 25	Residence Halls Open, 12 noon
Monday, Nov. 26	Classes Resume
Wednesday, Dec. 5	Boar's Head Dinner
Sunday, Dec. 9	Love Feast - Belk Chapel
Tuesday, Dec. 11	Classes End
Wednesday, Dec. 12	Reading Day
Thursday, Dec. 13	Exams Begin
Tuesday, Dec. 18	Exams End

JANUARY TERM	1985
Sunday, Jan. 6	Residence Halls Open, 12 noon
Monday, Jan. 7	Registration; Classes Begin
Friday, Jan. 25	Classes End

TERM II	1985
Monday, Jan. 28	Registration
Tuesday, Jan. 29	Classes Begin
Tuesday, Feb. 12	Honors Convocation - Belk Chapel
Friday, Feb. 22-Sunday, Feb. 24	Dads Weekend
Wednesday, March 13	Midterm
Wednesday, March 20	Last Day to Withdraw with "W"
Friday, March 29	Spring Recess Begins, 5 p.m.
Sunday, April 7	Easter
Monday April 8	Residence Halls Open, 12 noon
Tuesday, April 9	Classes Resume
Wednesday, April 24-Sunday, April 28	Drama Production
Friday, April 26-Sunday, April 28	Moms Weekend
Tuesday, April 30	Awards Day, Convocation - Dana Auditorium
Friday, May 3-Sunday, May 5	May Day Weekend
Thursday, May 9	Classes End
Friday, May 10	Reading Day
Saturday, May 11	Exams Begin
Thursday, May 16	Exams End
Friday, May 17	Baccalaureate
Saturday, May 18	Graduation

SUMMER TERM I	SUMMER TERM II
Monday, May 20-Friday, June 14	Monday, June 17-Saturday, July 13

Index

Activities Calendar 111
Alcoholic Beverages 60
Athletics 30
Attendance Policies 50
Automobiles 62
Awards Day 20

Baccalaureate 20
Bank, Student 30
Bare Feet 62
Bicycles 74
Boar's Head Banquet 18
Bookstore 20

Cable Television 74
Candles, Incense and Paper 74
Career Center 30
Chaplain 82
Check-In, Check-Out 74
Churches 76
Classifications, Student 44
Clubs 20
Colors ..... Back Cover
Commencement 20
Convocations 20
Counseling Services 24

Dads Weekend 20
Dormitory Council 95
Drugs 62

Electrical Appliances 74
Equipment, Reserving 30

Facilities, Reserving 30
Financial Aid 24
Firearms 64
Fire Drills 74
Food Service 24

Grading 40
Graduation Requirements 38

Holidays 74
Homecoming 20
Honors Convocation 18
Honor Council 8
Honor Pledge 6
Hours
- Closing 78
- Offices ..... Back Cover
- Opening 78
- Quiet 82
- Self-Limiting 86

Hymn, Queens College ..... Back Cover

Identification Cards 26
Independent Study 52
Internships 52

Judicial Process 12

Keys 84

Laundry Facilities 76
Loan Funds 26
Lofts and Wooden Structures 76

Mail Services 26
Maintenance 78
May Day 20
Medical Services 26
Mom's Weekend 20
Moravian Love Feast 18
Motto ..... Back Cover

Open Visitation 78
Overnight Guests 80

Painting, Room 80
Parents Weekend 18
Parking Regulations 106
Party Permits 64
Pets 80
Plagiarism 14
Posters 70
Preparation of Papers 14
Privacy Act 64
Property Insurance 82
Publications 28
Public Safety 28

Qualifications, Student 44

Rank, Student 44
Recreation and Sports 30
Registration 46
Research Papers 14
Residence Hall Violations 12
Residency Requirements 68
Residence Assistance 82
Room and Roommate Changes 84
Room Assignments 84
Room Damage Deposit 84

Sales and Solicitation 70
Search and Seizure 84
Senior Recognition Day 18
S.G.A. 34
S.G.A. Constitution 88
Single Rooms 86
Smoking 70
Sports and Recreation 30
Storage 86
Strangers on Campus 70
Sunbathing 87

Telephones 87
Tennis Cards 32
Term Load 40

Violations
- Major 12
- Residence Hall 12

Visitation, Open 78

Withdrawal
- College 54
- Course 48

Web, The 32
Yule Log Ceremony 18

Queens College Map

1. Burwell Hall
2. McEwen Classroom Building
3. Jernigan Student Center
4. Belk Chapel
5. Albright Residence Hall
6. Long Residence Hall
7. Early Learning Center
8. Watkins Hall
9. Morrison (Dining Room College Store)
10. Walker Science Building
11. Dana Classroom Building
13. Barnhart Residence Hall
14. Tillet Building
15. Everett Library
16. Chi Omega Arbour
17. Stultz Building
18. Belk Residence Hall
19. Wallace Residence Hall
20. Harris Residence Hall
21. Irwin-McKay Student Health Center
22. Faculty Club, Chi Omega Lodge
23. Phi Mu Lodge, The Web
24. Alpha Delta Pi Lodge, Kappa Delta Lodge
25. Ovens Physical Education Building
26. Tennis Courts
27. Green House

28. Heating Plant
29. Maintenance Shop
30. Parking Lots (A-E)
31. Mecklenburg Presbytery Office

The College Hymn

Guardian bright, our Alma Mater
Molder of our hearts and minds.
Light high visions in thy children
And a loyalty that binds.

Gladly do we lift our voices
Pledging thee our faith and love.
Teach our minds and hearts to follow
Him who leads us from above.

Living truth is ever ringing—
Tune our ears to hear that chime.
Lasting wisdom peace is bringing—
Lead us in her way sublime.

Queens, to thee we pledge our spirits.
Ever thine, a loyal band.
Queens, thy praises we are singing.
Grateful for thy guiding hand.

Queens Colors

Dark blue and light blue.

The Motto of Queens College

Non ministrari sed ministrare (Not to be served but to serve)

Hours to Remember

(Hours listed below are in effect during regular academic sessions. They may be modified during breaks and in the summer.)

Administrative Offices 8:30 a.m. - 5 p.m., Monday-Friday
Student Bank, Burwell Hall, 11 a.m. - 12:30 p.m.; 3-4 p.m. Monday-Friday.
summer: M-F 11:00-1200

Post Office Window in Jernigan Student Center 9-10:30 a.m., 11-12 noon; 2-2:30, 4-4:30 p.m., Monday-Friday

Dining Hall

	Weekdays	Saturday and Sunday
Breakfast	6:45-8:30 a.m. Hot Breakfast 8:30-9:00 a.m. Continental	9 - 9:30 a.m.
Lunch	11:45-1:15	12:30 - 1:00 p.m.
Dinner	4:30-6:00	5 - 5:30 p.m.

Bookstore
10:00 a.m.-6:00 p.m., Monday-Thursday
10:00 a.m.-4:00 p.m., Friday
9:00 a.m.-1:00 p.m., Saturday
summer:
10-12
3-6 M-Th.

Library
8:00 a.m. - 11:00 p.m., Monday-Thursday
8:00 a.m. - 9:00 p.m., Friday
10:00 a.m. - 5:00 p.m., Saturday
2:00 p.m. - 11:00 p.m., Sunday

The Hollow (Snack Bar)
9:00 a.m. - 2:00 p.m. Monday - Friday
5:30 p.m. - 9:00 p.m. Monday - Thursday